

# REGULAR BOARD OF DIRECTORS MEETING

## AGENDA

Thursday, 7 p.m.  
January 16, 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 Sub-Committee
  - g) Finance Committee
  - h) Landscaping Committee
  - i) Nominating Committee
  - j) Communications Committee
  - k) Public Safety Committee
  - l) Sports and Park Committee
  - m) Strategic Planning Committee
  - n) By-Laws Review/Update Committee (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) Clock Tower Monument project. Open.
  - e) Community Rummage Sale. Tabled until 2014.
  - f) Sports Park Equipment (Playground) project. Open.
  - g) Sports Park Equipment (additional 2-5 equipment) project. Open
  - h) Driving Range (cage) for Sports Park. Open.
  - i) Eagle Scout Project. Open.
  - j) Sports Park Concession Stand Proposal. Open.
- 6) Executive/Emergency Session Results
  - a) Foreclosures: \$974.76 (further details withheld).
  - b) Release of Liens: \$976.88 and \$769.35 (further details withheld).
  - c) Lien Filings: None for this period.
  - d) Staff Bonus Program and Personnel Manual updates.
  - e) Electronically approved new policies: Employee Handbook / Incentive Guide / Performance Plan(s).
- 7) New Business.
  - a) Soccer program (rules/referees/safety/assignment of participants/etc).
  - b) \_\_\_\_\_.
  - c) \_\_\_\_\_.
- 8) Schedule next monthly meeting. Regular monthly meeting on February 20, 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, November 21<sup>st</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 September and October Regular Monthly Meetings were reviewed and approved unanimously by the Board members present.

**Board Members Present:**

John Steele, President

Kevin Drummonds, Secretary

Kenneth Fowler, Asst. Secretary

Richard Gentry, Vice President

Jennifer Castro, Treasurer

**Board Members Absent:** None

**Staff Present:**

Brenda Tate, Community Manager

Adrian Suttles, Standards Superintendent

Jaime Esquivel, Maintenance Contractor

Jennifer Bell, Assistant Community Manager

Melynda Porter, Administrative Superintendent

Nancy Griffin, Recreation Superintendent

**Members Present:**

Bill Fenstermacher

Eugene Hopkins

Blair Raker

Harold "Rick" Severs

Guy E. Oliver

Marissa Capetillo

Alex Garcia

Joyce Oliver

Aaron Capetillo

**Guests Present:** None.

**III. OPEN FORUM:**

Mr. Steele opened the Member's forum. Aaron Capetillo addressed the Board about a proposed Eagle Scout project, but was asked to hold the presentation until the new business portion of the meeting.

**IV. COMMITTEE/DEPARTMENT REPORTS:**

- a. 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. Ms. Griffin addressed a question on the Angel Tree project and stated that it was scheduled from November 18<sup>th</sup> through December 16<sup>th</sup>. She stated the program was going well so far.
- 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 letters for the new monument at the clock tower have arrived and should be installed over the next week.
- c. Standards Department: A written report was provided, amended, 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 395 in September to 373 in October. Additionally, the ratio of 'thank you' notices to violations/courtesy notices (total 978) also decreased by 2% from 40 to 38% from the previous month. The number of courtesy notices decreased from 983 in September to 978 in October). Also, the number of Homeowner's personally contacted decreased from 209 to 181 and from 21.3% to 18.5% 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). Although the delinquent assessment statement on the report states a total of \$114,221.57, Mr. Tate stated the actual amount was approximately \$89,000.

- e. Architectural Review Committee. Mrs. Tate (Community Manager) presented a letter of resignation from the current Chair of the ARC (Mr. Derrick Foyle) due to family health issues and in which he requested to be changed from primary member to alternate member. With regret, the Board accepted the resignation and approved Mr. Foyle's move to alternate member. Mrs. Tate also made a recommendation to appoint Mr. Stephen "Tony" Hanrick as the Chair. As no members of the Board had ever met Mr. Hanrick and given that he had not attended any Board meetings, the members of the ARC present (i.e., Mr. Severs and Mr. Hopkins) were polled to get their thoughts. Given no objections, Mr. Hanrick was appointed Chair of the ARC. Additionally, Mr. Severs was elevated to primary member from alternate member. The Committee provided a written report and Mr. Eugene Hopkins briefed from the report (attached to these minutes). The Committee reviewed 37 applications and approved 35 of them. 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 into the New Year.
- f. 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. Mrs. Castro agreed to show two separate accounts: 1) repair/replacement-\$207,103.67, which is a combination of repair/replacement and money market accounts; and 2) capital improvement-\$90,854.45. Mr. Drummonds asked that both accounts be tracked separately, just as the operating budget is (i.e., track deposits and expenses), to show a history of how this money is being spent. Mr. Steele agreed to scan in the reserve study and Mr. Drummonds agreed to put the information into a spreadsheet the Treasurer and Staff could use to track/report the information.
- g. Landscaping Committee. No written report was provided.
- h. Nominating Committee. Mr. Fowler (committee Chair) reported that a meeting is scheduled for Monday, 25 November, 2013, at 5:30 pm in the Community Center. This is the first scheduled meeting of the committee.
- i. Communications Committee. Mr. Bill Fenstermacher provided a verbal report and a status of the committee activities over the past month. No meeting was held this month, but they were still looking at the web site and newsletter issues.
- j. Sports and Park Committee. A verbal report was provided. A meeting was held on the 15<sup>th</sup> of this month, but no minutes were available. The Chair, Mr. Gentry reported the committee activities, including providing a proposal for a concession stand for the park (see new business).
- k. Strategic Planning Committee: Mr. Severs stated the next meeting was scheduled for December 3<sup>rd</sup> at 5:30 pm at the Community Center. It was again stressed that Board members need to attend in order to set the path for the future. **OPEN.**

#### **V. 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. **OPEN.**
- c. BCSD Sub-station/Fire Station. The Board members agreed to table this until a response is received. **TABLED.**
- d. Clock Tower Monument project. Pending completion of project. **OPEN.**
- e. Community Rummage Sale cancellation proposal. The Board agreed to revisit this after the first of the calendar year. **TABLED UNTIL 2014**
- f. Playground Equipment for Tot Lot (Sports Park Equipment) project. Pending completion of project. **OPEN.**
- g. Trees on Community Property – Due to liability concerns by the staff and a few of the Board members, the issue was closed. **CLOSED.**
- h. Additional Playground Equipment for Tot Lot (2-5 year old equipment addition). Pending purchase and completion of the project. **OPEN.**
- i. Golf Driving Range (Cage) for Sports Park. Pending further information from Mr. Drummonds, the Sports Park Committee and the maintenance contractor. **OPEN.**

## VI. 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:

- a. Foreclosure(s). Foreclosure proceedings was requested by the Community Manager for one (1) property that is several years past due in assessments (\$974.76) 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. None for this period. **CLOSED.**
- c. Release of Lien. Two releases of liens were processed since the last Board meeting in the amounts \$976.68 and \$769.35. This brings those two Homeowner's up-to-date on their assessments and makes them members in good standing. **CLOSED.**
- d. Community Manager Bonus. The bonus promised Mrs. Tate was discussed and approved. The entire program was discussed and will be formalized (i.e., tied to the performance plan for each individual) for the 2014 year. **CLOSED.**

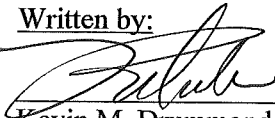
## VII. NEW BUSINESS:

- a. By-Laws Review/Update. A member recommended that the By-Laws be reviewed again as there seems to be several errors and inconsistencies that were not addressed at our last review. After a brief discussion, the Board agreed to form a committee and the President appointed Mr. Rick Severs as the Chair (upon his agreement). Mr. Severs only agreed after enlisting the help of several members, including Mr. Hopkins and Mr. Drummonds (both agreed to help). **OPEN.**
- b. Eagle Scout Project proposal. An Eagle Scout candidate, Aaron Capetillo, made a presentation to the Board on a project to improve several of the monuments/islands within the community. After reviewing the proposal and a brief discussion, it was determined that more information was necessary before the project could be finalized. Since there is a time-crunch in the scheduling, the candidate agreed to work with the maintenance contractor and provide the information as soon as possible. Upon receipt, the Board will review the information and make a decision prior to the next meeting. **OPEN.**
- c. Sports Park Committee proposal for Concession Stand. Mr. Gentry provided a drawing and an estimate for a concession stand at the Sports Park. After a brief discussion, it was agreed that more information was required and the proposal was returned to committee pending further research. **OPEN.**

**VII. The Next Meeting:** The Board agreed to not hold a meeting in December, but to handle any pressing business or other situations as they arise. Therefore, the next regular meeting will be held on Thursday, January 21<sup>st</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 8:10 p.m.

Written by:

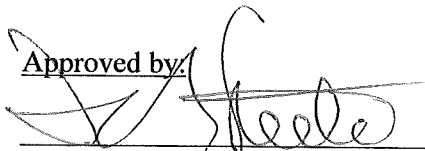


Kevin M. Drummonds, Secretary

Date:

1/16/2014

Approved by:

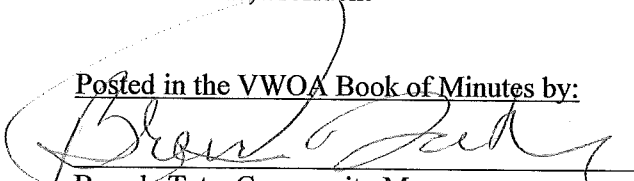


John B. Steele, President

Date:

16 Jan 2014

Posted in the VWOA Book of Minutes by:



Brenda Tate, Community Manager

Date:

16 JAN 2014

# Parks And Recreation –January 2014

## Board Report

### Programs/Classes

- a. Olympic Karate- Classes on Tuesday & Thursdays, 22 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. 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
- b. Angel Tree – Nov 18- Dec 16; 28 Angels adopted twice each, Bikes this year!
- c. Soccer Tournament – Nov 16 & 17 Two days- too many teams- not enough parking
- 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 Registration – January 6-31,2014
- b. Spring Soccer Meet & Greet – 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

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

## **December**

### **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 stolen/damaged

**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 at park. Two main panels were broken into and completely stripped out. We repaired and reconnected power. Also we repaired time clocks that were destroyed.

**Community Center:** Maintain the centers exterior and also change all a/c filters and check all units, along with pool exterior. Also we assisted all of administration in office on everyday task that may apply to my areas. We also repaired a ruptured water main in kitchen area and on exterior of pool bldg.

## STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards  
 To: VWOA Board of Directors  
 Subject: Report for the month of December 2013  
 Presented to the Board of Directors on January 16, 2014

<u>TOPICS</u>	<u>ACTION AND/OR NOTES</u>	<u>STATUS</u>
<b><u>STANDARDS</u></b>		
ARC Committee Membership:	The ARC is currently staffed with four (4) community residents who volunteer their time on a weekly basis.	Info
PIA's	Twenty-five (25) were brought before the ARC. Twenty-four (24) of these were approved, one (1) was 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:	Four hundred eighty-five (485) violations of our standards were noted in the month of December. November had four hundred eighty-six (486) violations documented.	Info
Personal Contact:	One hundred thirty-seven (137) for the month of December. November had one hundred sixty-six (166) contacts.	Info
Thank You Notices:	Two hundred twelve (212) were handed out for December. November had two hundred ninety (290) handed out.	Info
Re-Sale Inspections:	Seven (7) were completed in December. November had six (6).	Info
Yard/Garage Sales:	Seventeen (17) were applied for in December. November had thirty-five (35).	Info
<b><u>PROJECT MANAGEMENT</u></b>		
Public Safety Report:	Graffiti reported to us in December	Info
	Military Dr. W. in front of the Sports Park~Black markings on "Share the Road" sign	12/2/13
	Military behind the Estates~Drain	12/9/13
	Military Dr. W. btwn storage facility & apartment complex~AT&T Box	Week of 12/29/13-1/4/14
	Crime reported to us in December	Info
	Bluffs~Monument solar lights stolen	Week of 12/2/13
	Pointe~Monument solar lights stolen, they just installed the wk. prior	Week of 12/2/13
	Vistas~Monument lights broken, in pieces	Week of 12/2/13
	Received notification that multiple mailboxes throughout Westcreek were broken into (Adriana Maria, Saxonhill, Quailbrook, Highpoint Village)	12/6/13
	Highpoint~Report of another mailbox, this time on Point Bell, was broken into	12/12/13
	Royal Oaks~Chippington & Jarvis~Community mailbox was broken into.	12/14/13
	Estates~Creek Knoll~A 5'9"-5'10" Hispanic Male was knocking on doors claiming to be an employee of Time Warner Cable, and demanding to be let in the house to check boxes. He was driving a Dodge Caliber with a magnetio Time Warner sign on the side. He was not wearing any Time Warner attire, but had a yellow construction vest. A report was made to the Sheriff's Department.	12/16/13
	Royal Oaks~Chippington~Blue 2002 GMC Pickup Truck was stolen btwn 2-6 am	12/17/13
	Estates~Creek Knoll~Package stolen off of porch. Light Champagne Gold older model pick-up truck approximately around 2 pm backed into property driveway, removed package from front porch, placed in back of truck, and drove away. A report was made to the Sheriff's Department.	12/17/13
	Multiple reports of mailboxes broken into	12/21/13-1/4/14
	Westcreek Oaks~Fences were kicked in and damaged	12/21/13-1/4/14
	Bluffs, Country Oaks, Gardens~Monuments vandalized	12/21/13-1/4/14



**Villages of Westcreek**  
Owners' Association

Community Managers Report  
For December 2013  
Presented to the  
Villages of Westcreek  
Board of Directors  
January 16, 2014

*Physical Plant*

- Additional tot lot piece order- cancelled per Mr. Gentry
- Electrical Box Vandalized in Sports Park
- Water line Break CC Kitchen
- Tree Trimming in Progress
- Truck Battery dead and Tire Flat both repaired

*Personnel*

- We are currently fully staffed.

*Other Items*

- Angle Tree Program was a huge success- 30 Children benefitted from this program.

*Exclusive Usage Contracts*

- Pavilion Parties 4
- Community Center 6
- Pool Parties 0

*Closings*

- Resale 23

*Constant Contact Email Status Report*

- 1696 subscribers



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

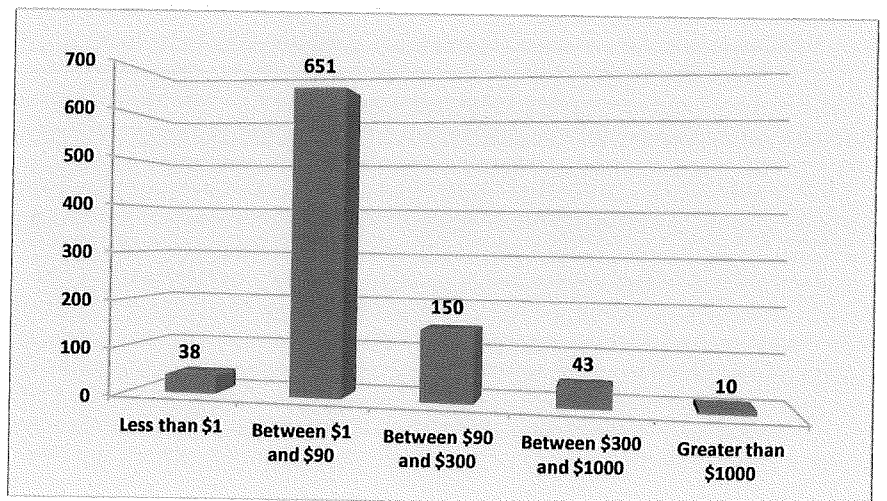
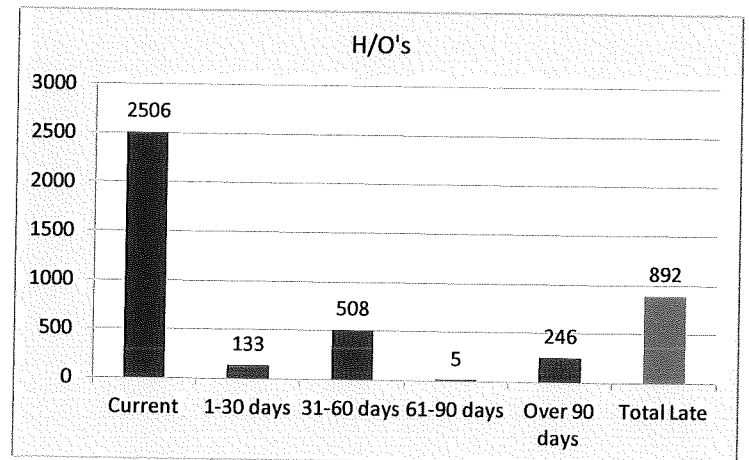
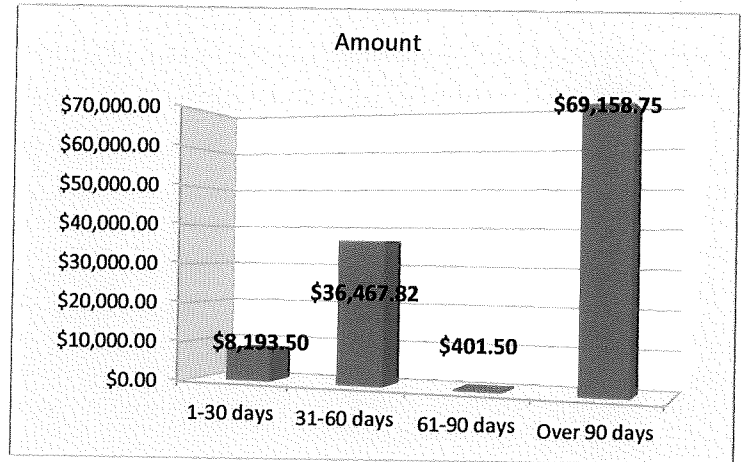
Current homeowner payments  
\$195,468.00

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 – 1/16/2014**

**Meetings Held:** 11/3/13 - 11/12/13 - 11/19/13 - 11/26/13 - 12/3/13 - 12/10/13 – 12/17/13

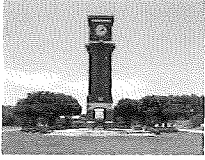
**Applications Reviewed:** 47

**Applications Approved:** 43

**Applications Disapproved:** 4

1. The first disapproval was on 11/5/13. The front door, shutters and trim of the house were painted without ARC approval, and the colors are not approvable in accordance with the Standards. The applicant was asked to reconsider the colors and submit a request with the proposed color samples. To date, the applicant has not responded.
2. The second disapproval was on 11/19/13. The front door and trim around the upstairs window were painted without ARC approval, and the colors are not approvable in accordance with the Standards. The applicant was asked to reconsider the colors and submit a request with the proposed color samples. To date, the applicant has not responded.
3. The third disapproval was on 11/19/13. The request for combination shed and playhouse was disapproved because a Plat/Lot Survey showing the proposed location did not accompany the request. The applicant resubmitted the request with the appropriate document and was approved on 12/3/13.
4. The fourth disapproval was on 12/3/13. The request for a concrete patio in the front yard was disapproved because the Standards only allow them behind the dwelling.
5. During this time period, the third disapproval is the only one of the four that had been resubmitted and approved, therefore the net disapprovals were 3.

Gene Hopkins  
Chair, Architectural Review Committee



# Villages of Westcreek



The Villages of Westcreek  
Owners' Association

## Architectural Review Standards Department

November 21, 2013

Mr. Derrick J. Foyle  
11826 Wheathill  
San Antonio, TX 78253

Dear Mr. Foyle,

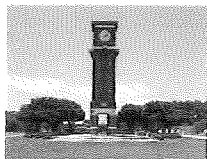
The VWOA Board of Directors has accepted your request to step down as Chair of the Architectural Review Committee and sit as an Alternate Member for the ARC. This appointment is for the remainder of your six-year appointment, and you serve at the pleasure of the BOD. Thank you for your willingness to volunteer and serve the Villages of Westcreek Community.

Sincerely,  


John B. Steele,  
President  
VWOA Board of Directors

Copy: Property file

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



# Villages of Westcreek



The Villages of Westcreek  
Owners' Association

## Architectural Review Standards Department

November 21, 2013

Harold (Rick) Severs  
12418 Point Mill  
San Antonio, TX 78253

Dear Mr. Severs,

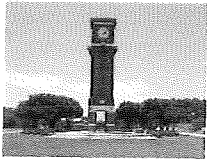
Congratulations on your promotion from Alternate Member of the Architectural Review Committee (ARC) to Primary Member of the ARC. This appointment is for the remainder of your six-year appointment, and you serve at the pleasure of the Board of Directors. Thank you for your willingness to volunteer and serve the Villages of Westcreek community.

Sincerely,

John B. Steele,  
President  
VWOA Board of Directors

Copy: Property file

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



# Villages of Westcreek



The Villages of Westcreek  
Owners' Association

## Architectural Review Standards Department

December 12, 2013

Eugene Hopkins  
1231 Crumpet  
San Antonio, TX 78253

Dear Mr. Hopkins,

Congratulations on your promotion from Primary Member of the Architectural Review Committee (ARC) to Chair of the ARC. This appointment is for the remainder of your six-year appointment, and you serve at the pleasure of the Board of Directors. Thank you for your willingness to volunteer and serve the Villages of Westcreek community.

Sincerely,

John B. Steele,  
President  
VWOA Board of Directors

Copy: Property file

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

4:46 PM  
01/06/14  
Cash Basis

**Villages of Westcreek Owners Association**  
**Balance Sheet**  
**As of December 31, 2013**

	<u>Dec 31, 13</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	147,648.93
1011 · Reserve Accounts	283,883.19
Total Checking/Savings	431,532.12
Accounts Receivable	
1020 · Accounts Receivable	-125,719.94
Total Accounts Receivable	-125,719.94
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	18,186.94
1040 · Undeposited Funds	1,973.50
1045 · Due from Operating Fund	17,063.50
1071 · Allowance For Doubtful A...	-15,000.00
Total Other Current Assets	22,258.13
Total Current Assets	328,070.31
Fixed Assets	
1050 · Fixed Assets	-22,270.66
1056 · Community Center^	2021505.24
1057 · Community Center Furniture	18,841.84
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	2045746.33
Other Assets	
1037 · Chase CD	2,667.08
Total Other Assets	2,667.08
<b>TOTAL ASSETS</b>	<b><u>2376483.72</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
2040 · Credit Card	1,839.57
Total Credit Cards	1,839.57
Other Current Liabilities	
2020 · Other Current Liabilities	16,952.81
2100 · Payroll Liabilities	240.48
Total Other Current Liabilities	17,193.29
Total Current Liabilities	19,032.86
Long Term Liabilities	
2022 · Due to Reserve Fund	17,063.50
2200 · Long Term Notes Payable	1194135.27
Total Long Term Liabilities	1211198.77
Total Liabilities	1230231.63
Equity	
2031 · Retained Earnings	-52,962.62
3000 · Fund Balance	1191599.55
Net Income	7,615.16
Total Equity	1146252.09
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2376483.72</u></b>

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

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4150 · Miscellaneous Income	1,247.21	2,000.00	-752.79
4170 · Program Fees	62,125.58	43,200.00	18,925.58
4180 · Swim Team	982.00	800.00	182.00
5000 · Revenue	1,114,232.85	1,104,525.00	9,707.85
5100 · Newsletter Advertisement	4,177.00	1,000.00	3,177.00
5200 · Ramage/Yard Sales	5,930.00	4,000.00	1,930.00
5400 · Pavilion Rental	6,387.50	5,000.00	1,387.50
5500 · Sports Park Committee	0.00	500.00	-500.00
5600 · Fence Repair Reimbursement	23,165.92		
5800 · Community Center	18,476.00	21,000.00	-2,524.00
5900 · Concession Stand	5,931.36	600.00	5,331.36
<b>Total Income</b>	<u>1,242,655.42</u>	<u>1,182,625.00</u>	<u>60,030.42</u>
 <b>Gross Profit</b>	 1,242,655.42	 1,182,625.00	 60,030.42
<b>Expense</b>			
8000 · Operating Expenses	293,482.59	290,260.00	3,222.59
8200 · Administration	511,856.85	522,175.00	-10,318.15
8300 · Maintenance	40,275.66	31,900.00	8,375.66
8400 · Recreation Department	163,582.47	141,457.00	22,125.47
8500 · Misc. & Contingency	3,278.14	11,000.00	-7,721.86
8980 · Depreciation Expense	30,000.00	30,000.00	0.00
9500 · Reserved Funds	186,031.77	186,031.81	-0.04
<b>Total Expense</b>	<u>1,228,507.48</u>	<u>1,212,823.81</u>	<u>15,683.67</u>
 <b>Net Ordinary Income</b>	 <u>14,147.94</u>	 <u>-30,198.81</u>	 <u>44,346.75</u>
 <b>Net Income</b>	 <u><u>14,147.94</u></u>	 <u><u>-30,198.81</u></u>	 <u><u>44,346.75</u></u>

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

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4150 · Miscellaneous Income	1,247.21	2,000.00	-752.79
4170 · Program Fees	62,085.58	43,200.00	18,885.58
4180 · Swim Team	982.00	800.00	182.00
5000 · Revenue	1,107,847.91	1,104,525.00	3,322.91
5100 · Newsletter Advertisement	4,177.00	1,000.00	3,177.00
5200 · Rumage/Yard Sales	5,870.00	4,000.00	1,870.00
5400 · Pavilion Rental	6,368.00	5,000.00	1,368.00
5500 · Sports Park Committee	0.00	500.00	-500.00
5600 · Fence Repair Reimbursement	23,165.92		
5800 · Community Center	18,530.50	21,000.00	-2,469.50
5900 · Concession Stand	5,931.36	600.00	5,331.36
<b>Total Income</b>	<u>1,236,205.48</u>	<u>1,182,625.00</u>	<u>53,580.48</u>
<b>Gross Profit</b>	1,236,205.48	1,182,625.00	53,580.48
<b>Expense</b>			
8000 · Operating Expenses	293,476.18	290,260.00	3,216.18
8200 · Administration	511,819.40	522,175.00	-10,355.60
8300 · Maintenance	40,275.66	31,900.00	8,375.66
8400 · Recreation Department	163,582.47	141,457.00	22,125.47
8500 · Misc. & Contingency	3,404.84	11,000.00	-7,595.16
8980 · Depreciation Expense	30,000.00	30,000.00	0.00
9500 · Reserved Funds	186,031.77	186,031.81	-0.04
<b>Total Expense</b>	<u>1,228,590.32</u>	<u>1,212,823.81</u>	<u>15,766.51</u>
<b>Net Ordinary Income</b>	<u>7,615.16</u>	<u>-30,198.81</u>	<u>37,813.97</u>
<b>Net Income</b>	<u><u>7,615.16</u></u>	<u><u>-30,198.81</u></u>	<u><u>37,813.97</u></u>



**Villages of Westcreek Owners Association**  
**Balance Sheet**

**As of December 31, 2013**

Dec 31, 13

1011 · Reserve Accounts	
1011.7 · Mutual Of Omaha Repair & Replac	97,232.59
1011.8 · Mutual of Omaha-Imp (1127)	86,554.45
1011.9 · Mutual of Omaha MM Rep & Repla	100,096.15
Total 1011 · Reserve Accounts	<u>283,883.19</u>
Total Checking/Savings	431,532.12

# VILLAGES OF WESTCREEK

## ELECTION COMMITTEE

### Minutes from Meeting held Monday, November 25, 2013

**Committee Chair:** Kenneth Fowler

**Attendendees:** Brenda Tate, Bill Fenstermacher, Gene Hopkins, Jennifer Bell, Guy Oliver, Joyce Oliver, Barbara Hopkins,

The meeting was called to order at 5:30 p.m. The first order of business was to elect a vice-chair and secretary. Bill Fenstermacher was elected Vice-Chairman and Jennifer Bell was elected Secretary.

Brenda Tate had all of the pertinent documents for review by the committee. Mrs. Tate explained the procedure for mailing the information and the 30/60 rule. The absentee ballots, proxy, & agenda, are to be mailed no earlier than 60 days prior to the meeting and no less than 30 days prior to the meeting.

The Annual meeting will be held Thursday, April 17, 2014.

The deadline date for submissions to make the website, ballot, and 2<sup>nd</sup> quarter newsletter was set at March 3, 2014.

April 16, 2014 at 5:00 p.m. was set as the cut-off to receive absentee ballots. The committee agreed to meeting at 5:30 p.m. on April 16, 2014 to do the absentee ballot count

Thursday, March 20, 2013 was set as the Meet the Candidate Night.

The Committee approved that Ken Fowler and Brenda Tate will each keep the keys to a lock to secure the ballot box. In addition Mrs. Tate will secure two medical seals on the box to ensure it is tamper resistant. The Committee agreed that the box cannot be opened without both keys and committee members present.

The 2013 Ballot was reviewed and the committee agreed that only changes needed where the 2014 dates.

The 2013 Notice to Homeowners that included the proxy and absentee ballot was reviewed. The committee reviewed the document to ensure the verbiage stating "any representative" was included in the proxy. This allows homeowners to appoint anyone as his/her representative and entitles them to vote on their behalf at the April 17, 2014 meeting.

The 2013 Agenda was reviewed. The committee agreed to change the date. Mrs. Tate did not have the names of speakers for the meeting, but will notify committee members once speakers have been confirmed. The committee members agreed.

Mr. Fenstermacher stated that we should include on the Call for Nominations Information sheet verbiage explaining to potential candidates that he/she will be subject to a background check and felons are not allowed to run for the Board of Directors. The committee agreed.

The meeting was adjourned at 5:50 p.m.

Kenneth Fowler  
Chair, Election Committee

Jennifer Bell  
Secretary, Election Committee

**SUBJECT: Sports Park Committee Minutes**

**DATE: December 12, 2013**

**Attendees: Richard Gentry (Chair), Gene & Barbara Hopkins, Kevin Drummond  
Bill Fenstermacher, Guy & Joyce Oliver & Jamie Esquivel**

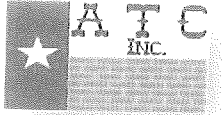
**The Chair opened the meeting at 6:00 PM on December 12, 2013**

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

- 1. For residents who enter the Park with a VWOA ID card that is current through the previous quarter, allow them to enter up to 30 days. Reasoning is because residents have up to 30 days to update their cards without a penalty.**
- 2. To comply with ADA requirements, install a concrete sidewalk next to the fencing along the side of the Tot Lot that faces the pool and around to the Tot Lot entrance.**
- 3. Place the concession building next to the pool and make necessary arrangements to allow another entrance to the pool's restrooms without entering through the Pool's gate. This would be advantageous for those using the park, especially when the pool is closed.**
- 4. Build a patio with a cover next to the concession building.**
- 5. Build a golf cage next to the Pool.**
- 6. Expanding the pavilion's restrooms to accommodate males and females.**
- 7. Develop an Archery court.**
- 8. Build a set of bleachers for the Soccer field.**
- 9. Anchor the concrete benches to keep them from being tipped over.**
- 10. Asphalt or concrete the walking trail.**
- 11. Other Tot Lot improvements.**

**Next meeting is planned for January 7, 2013 at 6:00 PM.**

**Gene Hopkins  
Secretary**



ALL TEJAS CONSTRUCTION INC.

P.O. BOX 761238

SAN ANTONIO, TEXAS 76245

FAX # 210-679-9701

EMAIL: [ALLTEJASCONSTRUCTION@YAHOO.COM](mailto:ALLTEJASCONSTRUCTION@YAHOO.COM)

MOBILE: ELOY MARTINEZ 210-430-0795

DATE: 06/04/2013

RE: WEST CREEK ESTATES BID FOR CONSTRUCTION OF COLUMNS

RECONSTRUCTION OF 70 COLUMNS THAT NEED TO COMPLETELY BE REDONE PLUS 30 COLUMNS THAT HAVE MINOR ISSUE TO BE REPAIRED.

TOTAL: \$78,950.00 (SEVENTY EIGHT THOUSAND NINE HUNDRED FIFTY AND 00/100)

( ALL LABOR, EQUIPMENT, BRICK, REGULAR SAND, REGULAR CEMENT, DETERGENT, PLASTIC 6 MIL, REMOVAL OF DEBRIS AND SUPERVISION WILL BE FURNISHED BY A T C INC. )

FOR ANY QUESTIONS PLEASE CONTACT ME AT ANY TIME.

THANK YOU,

ELOY MARTINEZ/OWNER ATC INC.

# 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

Signature of \_\_\_\_\_

## 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.

*[Faint handwritten notes at the bottom of the page, mostly illegible.]*

[illegible]

1. The first part of the document is a list of names and addresses, which appears to be a directory or a list of contacts. The names are written in a cursive script, and the addresses are listed below them. The list includes names such as "J. H. Smith", "W. J. Jones", and "A. B. Brown", among others. The addresses are also written in cursive and include street names and city names.

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Standard West Coast  
Calgary





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	81,000.00
We look forward to doing business with you.			
<b>Subtotal</b>			\$81,000.00
<b>Sales Tax (8.125%)</b>			\$6,581.25
<b>Total</b>			\$87,581.25

## Adrian Suttles

**From:** Salvador Diaz <chava50@sbcglobal.net>  
**Sent:** Monday, November 11, 2013 8:01 AM  
**To:** Adrian Suttles  
**Subject:** [Bulk] Re: Brick pillar diagram request

MS Shuttles, I was only planning to remove & replace the damaged pillars. If you are requesting a different design, you will need to hire an architect or engineer to provide me with the details. Thank you, Salvador Diaz, Summertime Construction.

Adrian Suttles <[adrian@sbcglobal.net](mailto:adrian@sbcglobal.net)> wrote:

>We appreciate your bid for repair and/or replacement of brick pillars  
>throughout our subdivision. However, the Board of Directors is  
>requesting that you also submit a picture or detailed diagram of  
>exactly what the final appearance would be after you performed work if  
>any. This is to be included along with your bid. We would greatly  
>appreciate it if we could receive this from you before next Tuesday  
>November 12, 2013. Please feel free to call me with any questions.

>Thank you,

>Adrian Suttles

>Superintendent of Standards

>Villages of Westcreek Owners' Association

>12395 Military Dr. W., San Antonio TX 78253

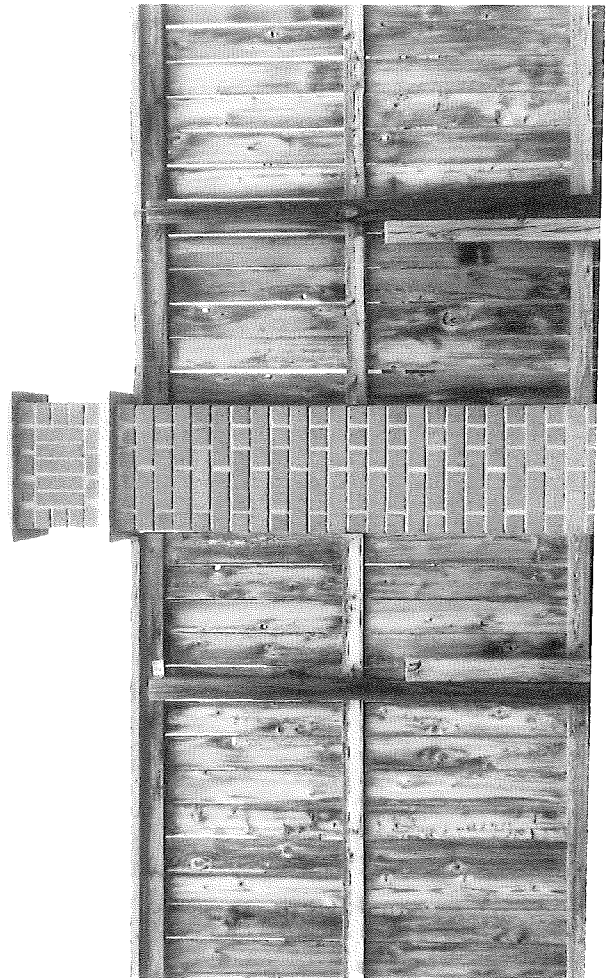
>E-Mail: [adrian@sbcglobal.net](mailto:adrian@sbcglobal.net)

>Office: 210-679-8761

>Fax: 210-679-0040

>Web Site: [www.villagesofwestcreek.com](http://www.villagesofwestcreek.com)

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## Westcreek Monument Xeriscaping Project Materials List

Purchase Date	Item Purchased	Quantity	Individual Cost	Total Cost
	2x6X8	20	\$4.67	\$93.40
	Weed Barrier	2	\$29.97	\$59.94
	4" Nails	10	\$3.47	\$34.70
	Nails for Nail Gun	1	\$10.00	\$10.00
	Metal Edging Material	13	\$9.98	\$129.74
	Potting Soil	10	\$1.47	\$14.70
	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	\$500.00	\$500.00
				\$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				\$1,836.10