



The Villages of Westcreek Owners' Association, Inc.

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Regular Board of Directors Meeting Agenda
Thursday, 7 PM, June 16, 2016 @ Community Center

- **Call to Order and Pledge of Allegiance to the Flag**
- **Review/approve previous minutes**
- **Members/Guest forum**
- **Department/Committee reports**
 - Recreation Department
 - Maintenance Department
 - Standards Department
 - Administrative Department
 - Community Management Department
 - Architectural Review Committee
 - Standards review/update Committee
 - Finance Committee
 - Landscaping Committee
 - Elections/Nominating Committee
 - Communications Committee
 - Communications Ad Hoc Technology Committee
 - Public Safety Committee
 - Sports Park Committee
 - Strategic Planning Committee
 - Ad Hoc Fence Committee
- **Unfinished Business**
 - Restrooms for the sports Park **OPEN**
 - Website Improvements **OPEN**
 - Electronic Voting **OPEN**
 - Leaning Brick Columns along Talley Road Contract was awarded to Masonry Arts to repair these 39 columns. **OPEN**
 - Marquee Sign **OPEN**
 - Handicapped Lift for Community Center Pool **OPEN**
 - Sports Park Improvements **OPEN**
 - Community Mapping Program **OPEN**
 - Standards Revisions **OPEN**
 - Staff was directed to get bids for clearing the property by the Community Center as the first stage to building more sports fields. **OPEN**
 - 2 GT grandstands Additional grandstands. The cost for the grandstands and installation was \$6401.06. The motion was made by Mr. Bell. The motion was seconded by Mr. Oliver. Motion was approved 4-0 **OPEN**
 - 10- 6 foot benches, 10- ultrasite 36 gallon Lexington Receptacle, 14- 46 in.² table, 4- ultrasite cantilever group grill, 1 Stern Williams all-purpose single pedestal fountain, and 2- Stern Williams dual pedestal ADA drinking fountain. Materials and installation total cost \$10,200 Mr. Drummonds moved this equipment be purchased and installed out of the SAWSwater easement. The motion was seconded by Mr. Bell. The motion was approved 4-0 **OPEN**
 - Forensic Audit **OPEN**
 - The decision was made that the Board would continue to look at management companies to make our operation more efficient. Spectrum and Real Manage are the companies being considered **OPEN**
 - Forced Maintenance The Board voted unanimously to look into forced maintenance May 19, 2016 **OPEN**
 - Communications Committee meeting at night Mr. Harmon ask the communications committee to look into meeting at night May 19, 2016 **OPEN**
 - Dog Park May 19, 2016 **OPEN**
- 6. **Executive/ Session Results**
 - Management Company
 - Personnel Issues
 - Maintenance
- See Administrative Report
- 7. **New Business**
 - Pool Furniture
 - Ethics Training
- 8. **Schedule next monthly meeting**
- 9. **Adjournment.**

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Regular Meeting of the Board of Directors
Thursday, May 19, 2016

Open Meeting: The Regular Meeting of the Board of Directors was called to order by the President, at 7:05 PM on May 19, 2016. The purpose of the meeting was to conduct regular business as identified in the pre-announced agenda. Following the Pledge of Allegiance. The minutes for April 14, 2016 were reviewed and approved unanimously by the members of the Board present.

Board members present:

Richard Gentry, President
Reggie Harmon, Vice President
Christopher Bell, Treasurer

Guy Oliver, Secretary
Rannie Bond, Assistant Secretary

Board Members Absent:

Staff present:

Jennifer Bell, Community Manager
Dawn Garza, Superintendent Parks and Recreation
Adrian Suttles, Superintendent of Standards
Jamie Esquivel, J & J construction. Maintenance Department
Buck Benson, Association's Attorney

Members Present

18 Members present. See attached sign in sheets

Guests Present:

None

II. Open Forum:

Mr. Gentry opened the member's forum: Mr. Teeter suggested that a welcoming committee be established to welcome new residence. He suggested that the committee should consist of one member from each of the 19 villages. Mr. Fenstermacher questioned the use of Association funds to reconstruct the brick columns along Talley Road as long as AR17 and AR 32 where still in effect. AR 32 states that the fences are the property owners therefore the Association should not spend money repairing the brick columns. Mr. Gentry explained that we were going to do the repairs on the advice of our attorney as it was a safety hazard. Mr. Gary Yancey ask if we were going to purchase a handicap lift for the pool. Mrs. Bell explained that we were getting prices and should be able to make a decision by next month. Heather Mallia stated that the paint was peeling on the fence around the sports Park pool. Mr. Gentry stated that we would look into it. Ms. Angela Webb asked about the landscaping in the monuments. It was explained that work on the monuments would be started as soon as we can get some recommendations from the landscaping committee. Mr. William Harwell expressed his concerns regarding having his PIA disapproved by the ARC. It was explained that he appeal to the ARC for reconsideration. Mr. Rick Severs ask about the status of the three lots in Highpoint on Point Pass. Mr. Severs was told that all we could say was that it was in the process. Lisa Williams stated that there were 18 basketball hoops on the sidewalk or in the street and an RV park in Highpoint that had been there for some time. Mr. Bell took this as an action item and on May 20, 2016 went through the Highpoint and found no RV, one basketball hoop in the street, one basketball hoop on the sidewalk not in use, one basketball hoop on the sidewalk in use, and 15 basketball hoops pulled back and stored the way they are supposed to be.

III. Committee/Department reports

- Recreation Department. A written report was provided and is attached to these minutes
- Maintenance Department. A written report was provided and is attached to these minutes
- Standards Department. A written report was provided and is attached to these minutes.
- Administrative Report. A written report is provided in attached to these minutes.
- Community Management Department. A written report was provided and is attached to these minutes.
- Architectural Review Committee. A written report was provided and is attached to these minutes. Mr. Gene Hopkins Chairman of the ARC went over the report for the Board. Mr. Gene Hopkins informed the Board that his term was about to expire.
- Standards Review /Update Committee Mr. Harmon needed more time to finish his review.
- Finance Committee
- Landscaping Committee Ms. Angela Webb was unanimously appointed chairman
- Election Committee. Mr. Bond Mr. Harmon and Mr. Oliver were elected. See attached election committee report.
- Communications Committee. See the attached minutes. .
- Communications Ad Hoc Technology Committee. No report
- Public Safety Committee. Steve Zajchowski was unanimously appointed chairman
- Sports Park Committee. See attached minutes
- Strategic Planning Committee. Mr. Billy Teeter was unanimously appointed chairman
- Ad Hoc Fence Committee . Mr. Lomax submitted a detailed report.

IV. Unfinished Business

- Restrooms for the sports Park We have a new Architect and should have plans within six weeks of May 20, 2016 **OPEN**
- Website Improvements **OPEN**
- Electronic Voting Staff was unable to get the vendor the information that was needed for this election **OPEN**
- Leaning Brick Columns along Talley Road Contract was awarded to Masonry Arts to repair these 39 columns. Will start in August or September when matching brick will be available \$57,900 **OPEN**
- Marquee Sign **OPEN**
- Handicapped Lift for Community Center Pool Staff is still looking into a lift and reported that the costs depending upon the lift is between \$ 5000 and \$15,000 will vote electronically when bids are received May 25th 2016 **OPEN**
- Sports Park Improvements to be completed by the end of June 2016 **OPEN**
- Community Mapping Program **OPEN**
- Standards Revisions Mr. Harmon needed more time to review. Approved unanimously by electronic vote June 6, 2016 **CLOSED**

Approved by:

_____ Date _____
Richard Gentry President

Posted in the VWOA Book of Minutes by:

_____ Date _____
Jennifer Bell, Community Manager

PARKS & RECREATION May 2016 Report

~ Adult Softball:

- * Practice field completed.
- * First game scheduled for June 10th, Kennedy Softball Complex.
- * Softball Field renovation completed

~ Jubilee

- * Postponed due to heavy rain and flooding.
- * New date is Saturday, August 13th.

~ Tot lot basketball court

- * On hold, due to rain saturation.
- * Park has been flooded and was very saturated.

~ Pools:

- * In full swing, both pools open full schedule
- * SP closed Monday for cleaning, CC closed Tuesday for cleaning
- * 12 guards and 6 gate guards hired.
- * Lucy's Body shop started Aquafit June 1

~ Soccer:

- * Residents open registration begins 5 July
- * Non Residents registrations begins on 9 July, at Super Soccer Saturday

~ Basketball:

- * Basketball program was a success, tournament was held the end of May. Feedback surveys handed out at tournament
- * Basketball clinic cancelled at this time. Requires minimum of 10 participants, and did not meet registration requirement

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

Jamiejjconst@aol.com

May Maintenance Report

Upcoming Projects:

- * Tot lot basketball court- Due to rain we have not been able to begin this project.
- * Oversee installation of recent Sports Park replacement and additions.

Work orders:

- * 25 Issued and completed

Daily Tasks:

- * Mowing all needed areas and trim along fence lines and curbs.
- * Pick up trash along main road ways.
- * Walk around Community Center for trash and debris.
- * Clean and hose down sidewalks around building.
- * Addressing vandalism throughout the community.
- * Provide professional feedback on areas of concern noted through observations.

Mowing:

- * Mow all needed areas, and trim along fence lines and curbs.
- * Spraying herbicide for weeds to include along fence lines on major roadways.
- * Spraying rock areas for weeds.

Land:

- * Daily trash pick-up and inspection of property for hazards.
- * Worked on lights at monuments and lighting throughout the subdivision.
- * We have been spraying weed as needed. Also, repeated applications on Westcreek View.

Park:

- * Mowing all needed areas and along the creek.
- * Addressing vandalism.
- * Blowing rocks in tot lot and tennis, basketball courts on a weekly basis.
- * Rehabbed softball fields to include new bases, adding chat, removing grass in areas, repairing irrigation lines.
- * Fans in pavilion and pool areas have been replaced.

Community Center:

- * Maintain the centers exterior grounds.
- * Pruning some trees and shrubs.
- * Fans in CC room repaired/replaced.

STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards

To: VWOA Board of Directors

Subject: Monthly Report

Presented to the Board of Directors on

May 2016

June 16, 2016

TOPICS	ACTION AND/OR NOTES	STATUS	
ARC Committee Membership:	The ARC is fully staffed with five (5) community residents who volunteer their time on a weekly basis.	Info	
Property Improvement Applications (PIA): (see ARC Committees' report)	Submitted to ARC: Approved: Disapproved:	46 29 17	63% 37%
Staffing/Personnel:	Staffed with two (2) part time Standards Monitors the majority of the month, hired one (1) monitor towards the end of the month. Currently staffed with three (3) monitors, one (1) monitor position still open to be filled.	Info	
		Number	Pct. +/-
Standards Violations Documented:	Violations of our standards were noted this month: Violations of our standards were noted last month: Increase/Decrease from last month:	418 258 160	62%
		Number	Pct. +/-
Re-Sale Inspections:	This Month: Last Month: Increase/Decrease from last month:	30 17 13	76%
		Number	Pct. +/-
Yard/Garage Sales:	This Month: Last Month: Increase/Decrease from last month:	38 42 -4	-10%



Villages of Westcreek
Owners' Association
12395 Military Dr. W
San Antonio, TX 78253
Office phone: 210-679-8761

Administrative Board Report-June 16, 2016

Collections Break Down for May-2016

- Total of release of Liens-\$1,338.78
- Total number of open accounts with ASD is 11-\$18216.08
- Total number of open accounts with PCPB&J-32-\$185,877.43
- Report of Lien Filings -\$1053.06, \$1162.22, \$1053.08 \$1193.94
- Order of Foreclosure-\$1,338.78
- Total monies collected in May-\$111,804.20
- Paypal money collected in the April-\$15,103.34
- Paypal YTD-\$125,786.82
- Total money collected this Fiscal Year- \$788,793.79
- Delinquent assessments as of May 12, 2016-\$80,954.00
- Delinquent assessments as of May 12, 2015-\$79,525.54



Villages of Westcreek
Owners' Association

Community Managers Report for May 2016

Presented to the Villages of Westcreek Board of Directors June 16, 2016

Physical Plant

- Over \$126,000 has been collected via PayPal online payment system so far this year.
- We are continuing to work towards erecting a new bathroom facility in the Sports Park. Mr. Esquivel and I met with the architecture and expect to receive the plans soon.
- The tot-lot child size basketball court project is ongoing. The heavy rains and saturated ground have slowed the progress down, but we hope to have it completed soon.
- The softball field upgrade is complete.

Personnel

- Welcome to Ms. Mayra, a new Standards Monitor.
- Welcome to David and Cameron, new Sports Park Monitors.
- We also welcome the lifeguards and gateguards back, as that means the pools are open. Please visit our website www.villagesofwestcreek.com for a complete schedule.

Other Items

- Softball registration is complete with 19 participants. Practices and games have begun.
- The pools are open- please visit our website for pool schedules and times and availability differs between pools.
- WC Jubilee was cancelled due to rain. It is tentatively rescheduled for August 13.
- We have started receiving items for the new items for the Sports Park. We hope to have received and installed by the end of June.

ID Cards (includes replacement reprints)

- 324

Exclusive Usage Contracts

- Pavilion Parties 9
- Community Center 8
- Pool Parties 0

Closings

- New 0 Resale 22

Constant Contact Email Status Report

- 1953 subscribers

Facebook "likes"

- 1686 likes

VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE
REPORT FOR THE BOARD OF DIRECTORS---6/16/2016

Meetings held on: 5/3/16 5/10/16 5/17/16 5/24/16 5/31/16

Applications reviewed: 29---Approved 17---Disapproved

The 17 disapprovals were for:

- 1---Solar panels on roof of dwelling. (Assessment not current)
- 1---Concrete pad (3'x3') for A/C unit behind the fence. (Assessment not current)
- 1---Greenhouse (10'x12'x10') for a location not permitted. (Resubmitted and approved)
- 1---Lights on each side of garage requiring additional information. (Resubmitted and approved)
- 1---Addition (18'x18') on side of dwelling. (The Applicant is not the homeowner)
- 1---Light post for front yard requiring additional information.
- 1---Concrete pad (13'6"x28') for storage shed in location not permitted.
- 1---Playhouse (8'x8'x10') requiring additional information.
- 1---New fencing and gates not in compliance with the CC&R's and Standards.
- 1---Concrete fountain over the easement requiring written approval from all applicable utility companies.
- 1---Flagstone and concrete walkways throughout the rear yard and over the easement requiring written approval from all applicable utility companies.
- 1---Flagstone and concrete patio/sitting area over the easement requiring written approval from all applicable utility companies.
- 1---Flagstone and concrete patio over the easement requiring written approval from all applicable utility companies.
- 1---Decorative hardware on garage door requiring the Title to be changed over to the homeowner.
- 1---New construction on empty lot requiring additional information.
- 1---New construction on empty lot requiring additional information.
- 1---New construction on empty lot requiring additional information.

The 29 approvals were for:

- 5---Solar panels on the dwelling's roof.**
- 4---Repainting the house and other extremities.**
- 4---Storage sheds behind the dwelling.**
- 3---Wooden decks behind the dwelling.**
- 2---Xeriscaping, landscaping, etc.**
- 1---Replace back door with dog access.**
- 1---Chain link fence surrounding existing rear patio.**
- 1---Above ground pool with wooden deck behind the dwelling.**
- 1---New roof shingles on the dwelling.**
- 1---Extend side fence up to 5 feet from the forward corner of the house.**
- 1---Screen covering for the garage door opening to be removed when garage is closed.**
- 1---Extend front walkway into the side yard and enlarge rear patio.**
- 1---Greenhouse behind the dwelling.**
- 1---Enclose covered patio.**
- 1---Cover for the existing deck.**
- 1---Lights for each side of garage.**

NOTE: Thirteen (13) applications applied to homeowners who failed to request prior ARC approval. These violations were found during Property Resale inspections.

**Gene Hopkins
Chair, Architectural Review Committee**

5:18 PM

06/10/16

Cash Basis

Villages of Westcreek Owners Association
Balance Sheet
As of May 31, 2016

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	429,644.94
1011 · Reserve Accounts	386,715.19
Total Checking/Savings	816,360.13
Accounts Receivable	
1020 · Accounts Receivable	-211,744.90
Total Accounts Receivable	-211,744.90
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	3,215.20
1040 · Undeposited Funds	4,950.55
1071 · Allowance For Doubtful Accts	-18,000.00
Total Other Current Assets	-9,800.06
Total Current Assets	594,815.17
Fixed Assets	
1050 · Fixed Assets	-194,709.81
1056 · Community Center^	2,021,505.24
1057 · Community Center Furniture	18,841.84
1059 · Vehicle	22,996.00
Total Fixed Assets	1,868,633.27
Other Assets	
1037 · Chase CD	2,676.43
1190 · Prepaid Expense	6,450.00
Total Other Assets	9,126.43
TOTAL ASSETS	<u>2,472,574.87</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2040 · Credit Card	1,677.27
Total Credit Cards	1,677.27
Other Current Liabilities	
2020 · Other Current Liabilities	21,424.89
2100 · Payroll Liabilities	525.77
Total Other Current Liabilities	21,950.66
Total Current Liabilities	23,627.93
Long Term Liabilities	
2200 · Long Term Notes Payable	910,122.46
Total Long Term Liabilities	910,122.46
Total Liabilities	933,750.39
Equity	
2031 · Retained Earnings	169,866.70
3000 · Fund Balance	1,232,180.27
Net Income	136,777.51
Total Equity	1,538,824.48
TOTAL LIABILITIES & EQUITY	<u>2,472,574.87</u>

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4150 · Miscellaneous Income	335.62	750.00	-414.38	44.75%
4170 · Program Fees	18,073.57	57,800.00	-39,726.43	31.27%
4180 · Swim Team	800.00	500.00	300.00	160.0%
5000 · Revenue	981,440.42	1,291,860.00	-310,419.58	75.97%
5200 · Rumage/Yard Sales	3,360.00	5,000.00	-1,640.00	67.2%
5400 · Pavilion Rental	4,427.50	6,250.00	-1,822.50	70.84%
5800 · Community Center	16,180.00	24,500.00	-8,320.00	66.04%
5900 · Concession Stand	186.75	1,000.00	-813.25	18.68%
Total Income	1,024,803.86	1,387,660.00	-362,856.14	73.85%
Gross Profit	1,024,803.86	1,387,660.00	-362,856.14	73.85%
Expense				
9001 · Admin Dept	12,400.30	37,375.00	-24,974.70	33.18%
9100 · Standards Dept	58.52	4,225.00	-4,166.48	1.39%
9200 · Maintenance Dept	8,393.00	40,750.00	-32,357.00	20.6%
9300 · Rec Dept	3,542.87	7,600.00	-4,057.13	46.62%
9400 · Programs- Existing	9,901.43	51,550.00	-41,648.57	19.21%
9500 · Salaries	113,547.89	374,852.00	-261,304.11	30.29%
9600 · Contracts	106,651.58	262,550.00	-155,898.42	40.62%
9700 · Utilities	118,009.78	152,200.00	-34,190.22	77.54%
9800 · Other Operating Expenses	58,810.33	281,150.00	-222,339.67	20.92%
9900 · Reserved Funds	865.98			
Total Expense	437,990.63	1,212,252.00	-774,261.37	36.13%
Net Ordinary Income	586,813.23	175,408.00	411,405.23	334.54%
	586,813.23	175,408.00	411,405.23	334.54%

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4150 · Miscellaneous Income	339.37	750.00	-410.63	45.25%
4170 · Program Fees	18,028.57	57,800.00	-39,771.43	31.19%
4180 · Swim Team	800.00	500.00	300.00	160.0%
5000 · Revenue	785,534.96	1,291,860.00	-506,325.04	60.81%
5200 · Rumage/Yard Sales	3,390.00	5,000.00	-1,610.00	67.8%
5400 · Pavilion Rental	4,427.50	6,250.00	-1,822.50	70.84%
5600 · Fence Repair Reimbursement	75.00			
5800 · Community Center	15,899.96	24,500.00	-8,600.04	64.9%
5900 · Concession Stand	186.75	1,000.00	-813.25	18.68%
Total Income	828,682.11	1,387,660.00	-558,977.89	59.72%
Gross Profit	828,682.11	1,387,660.00	-558,977.89	59.72%
Expense				
9001 · Admin Dept	12,400.30	37,375.00	-24,974.70	33.18%
9100 · Standards Dept	58.52	4,225.00	-4,166.48	1.39%
9200 · Maintenance Dept	8,393.00	40,750.00	-32,357.00	20.6%
9300 · Rec Dept	3,542.87	7,600.00	-4,057.13	46.62%
9400 · Programs- Existing	9,901.43	51,550.00	-41,648.57	19.21%
9500 · Salaries	113,547.89	374,852.00	-261,304.11	30.29%
9600 · Contracts	106,651.58	262,550.00	-155,898.42	40.62%
9700 · Utilities	118,009.78	152,200.00	-34,190.22	77.54%
9800 · Other Operating Expenses	58,707.20	281,150.00	-222,442.80	20.88%
9900 · Reserved Funds	865.98			
Total Expense	444,544.75	1,212,252.00	-767,707.25	36.67%
Net Ordinary Income	384,137.36	175,408.00	208,729.36	219.0%
	384,137.36	175,408.00	208,729.36	219.0%

June 13, 2016

Communication Committee Minutes

The meeting was called to order by Bill Fenstermacher at 10:02am.

In attendance

Bill Fenstermacher, Guy Oliver, Joyce Oliver, Gene Hopkins, Barbara Hopkins, Michelle de Jongh, Francis Lomax, Billy Teeter, Jean Woodward

Guest: Reggi Harmon, Vice-President of Board of Directors

Minutes

The minutes from the May meeting were approved electronically by the committee members.

New Business

Meeting Times

Bill Fenstermacher explained that Board Member Reggi Harmon was present because he had made a recommendation that the Communications Committee change its meeting time to evening so that more people could attend. There was discussion with pros and cons mentioned.

Motion: Joyce Oliver motioned to try holding one Communications Committee meeting per quarter in the evening. Barbara Hopkins seconded. The dates were discussed and checked against other meeting schedules. The vote was unanimous to have 6pm meetings on Aug. 1, 2016, and Nov. 7, 2016. Motion passed.

Recruiting Committee Members

Guy Oliver recalled how in the past, committee members would wear VWOA volunteer shirts to Westcreek functions in order to recruit residents. He said people would sign up for committees, but their contact information never made it to the committees. Bill Fenstermacher noted that the same has happened so far with the Ambassador Program and it also happened in the past when sign-up sheets were available at Board meetings. Guy Oliver said this was something he and Reggi Harmon could work on as board members. Bill Fenstermacher said another thing that might help residents connect with committees is that he now lists a contact email for each committee chairperson on This Week in Westcreek. Billy Teeter suggested adding the word "email" before each names/emails because people might not realize it's an email link.

Billy Teeter brought up the topic of promoting the volunteer discount as a way to attract new people. Reggi Harmon had never heard of this benefit. Guy Oliver said it is an official discount for volunteers who give more than 25 hours of time in a year. But Gene Hopkins noted that it's never been published. Billy Teeter said he would contact Jennifer Bell on behalf of the Communications Committee to get more information about it.

Constant Contact and This Week in Westcreek

Over the past 2 weeks Bill Fenstermacher has put This Week in Westcreek on Constant Contact and he has learned that 230 emails were bounced back, some of which date back several years. He cleaned up the list. Going forward, if something returns, he can investigate if

it's a typo or something else. In the next newsletter, he will include a notice (with a direct link button) requesting readers update their profile on Constant Contact.

Last week's This Week in Westcreek had 796 unique opens, resulting in an open rate 41 percent. The average rate of all emails sent out is 33% open, above the industry standard of 27.9%. Bill Fenstermacher noted that these numbers should be better now that the bounce list is reduced. But, he suggested that the committee strive for more. Since the Communications Committee took over the newsletter, there are now photos, better articles and more information. Bill Fenstermacher suggested that at our next meeting, we could set a goal to make it even better and possibly have other residents or even kids write articles.

Bill Fenstermacher still wants to meet with Jennifer Bell for training on how to update the web site. Now that This Week in Westcreek is improving, he would like the focus to shift to the web site and then the quarterly newsletter, Westcreek Times. The committee would like that newsletter to be more functional and interesting, rather than the current format of each contributor writing basically the same information.

Google Calendar

Bill Fenstermacher noted that This Week in Westcreek now has a link to the Google calendar. Unfortunately, he said all events are not posted correctly. He said this is why Francis Lomax is making a checklist for updates. Billy Teeter noted a small problem on the WC calendar is that although times are listed next to the meeting name, the actual box checked on the calendar is "all day." He links his gmail calendar with the WC/Google calendar so that he can receive notices and reminder alarms. But that can't happen if an event is "all day." He recommended having the times indicated on the calendar. Bill Fenstermacher added that another benefit of having the calendar correct and linked is that when the Board presents their meeting agenda, it can be put in PDF format and linked to the calendar listing.

Update Check List

Francis Lomax drew a diagram to illustrate the different sections of the web site and to figure out who is responsible for inputting data into each one. Bill Fenstermacher said Jennifer Bell uploads all the content right now, but she needs help. The Communications Committee set up committee pages so there would be a consistent look on the web site. But Bill Fenstermacher said it's unclear where items need to go to be posted. He said the main place is the bulletin board, then the web, but that could mean on the calendar or the blog roll as a notice, or elsewhere. He emphasized that there needs to be consistency. Francis Lomax will continue working on the checklist and will email his results to the committee.

Ambassador Program

Billy Teeter will email Jennifer Bell with recommendations that:

- Contact information for those interested in being ambassadors is forwarded to the Communications Committee within 24-48 hours of contact.
- Contact information for new residents is forwarded within a week or two of receiving it.

Adjournment

Joyce Oliver motioned to adjourn at 11:12 a.m. Barb Hopkins seconded. Meeting adjourned.