

REGULAR BOARD OF DIRECTORS MEETING

AGENDA

Thursday, 7 p.m.

October 18, 2012

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) Finance Committee
 - g) Landscaping Committee
 - h) Nominating Committee
 - i) Communications Committee
 - j) Public Safety Committee
 - k) Sports and Park Committee
 - l) Strategic Planning Committee
 - m) Adhoc By-Laws Committee
- 5) **Unfinished Business.**
 - a) Villages of Westcreek Clean-up Day (Sep 15) - Tabled.
 - b) Solar Power for the Clock Tower. – Open.
 - c) SAWS Easement – Open.
 - d) Additional Personnel/Time in schedule in Park – Open.
 - e) National Night Out (October) – Open.
 - f) Solar Power for Community Center / Street Lights – Open.
 - g) Status of Sidewalk at Saxonhill and Military Drive West – Open.
- 6) **New Business.**
 - a) Acceptance of Centex Properties
 - b) 2013 Budget Presentation
 - c) _____
 - d) _____
- 7) **Schedule next monthly meeting.**
- 8) **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 7:02 p.m., Thursday, Sep 20th, 2012. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Immediately following the pledge of allegiance, the meeting minutes for the July Regular Monthly Meeting were reviewed and approved by a unanimous vote of Board members (4/0) present. There was no meeting held in August and therefore no minutes for that period.

Board Members Present:

John Steele, President	Richard Gentry, Vice President
Kevin Drummonds, Secretary	Jennifer Castro, Treasurer

Board Members Absent: Kenneth Fowler, Asst. Secretary

Staff Present:

Brenda Tate, Community Manager	Oswald Willis, Asst. Community Manager
Jennifer Bell, Administrative Superintendent	Jamie Esquivel, Maintenance Contractor
Nancy Griffin, Parks and Recreation Superintendent	Adrian Suttles, Acting Standards Superintendent

Members Present:

Eugene Hopkins	Barb Hopkins	Ted Collie	Bill Fenstermacher
Guy Oliver	Joyce Oliver	Shawn Coffin	Kitty B. Montiel
Rick Severs	Michael Allsop		

Guests Present:

None

II. OPEN FORUM:

Mr. Steele opened the Member's forum. The following individuals spoke:

- a. Mr. Ted Collie expressed his concern over the quality of the maintenance of the streets in Highpoint. He stated that he understood that the streets have to be maintained, but the work was not done very well and the rocks caused a lot of problems for the residents. He wondered if the Association had been consulted on the project and Mr. Steele explained that the Board had no input. The Board told Mr. Collie that the County Commissioner could be contacted and the complaint waged that way. It was noted that this is the standard for this type of maintenance and that it was the same for 81 streets throughout Westcreek. **CLOSED.**
- b. Mr. Gene Hopkins brought it to Board's attention that the Administrative Resolution No. 12 (Notification of Covenant Violations) is not being followed. After some discussion it was noted that the AR needs to be updated to reflect the way the standards are being handled or enforce the standards as documented in the AR. The Standards Superintendent and Community Manager will take this for action to review and make recommendations to the Board. **OPEN.**
- c. Ms. Kitty Montiel stated that there was a problem with speeders in Westcreek and asked if there was anything that we could do about it. Mr. Steele told Ms. Montiel about the traffic studies that had been conducted; the request the Board made to have the speed limits lowered on the streets (not major streets); the speed monitoring devices occasionally placed on the main streets in the community; and, the contacts made to the Constable and Bexar County Sheriff's offices. We are aware of the problem and are doing everything we can to ensure a presence of law enforcement as well as awareness to our members. We will continue to raise the issue with the Sheriff and the Constable. **CLOSED.**
- d. Mr. Michael Allsop asked about the landscaping around the community. Mr. Steele explained the status of the landscaping committee and asked if he was interested in the volunteering. Mr. Allsop stated he would and Mr. Steele made a motion to appoint Mr. Allsop as the Landscaping Committee chair. The motion was seconded

and the motion was approved by a 4/0 vote. Mr. Steele noted that there are quite a few individuals in the community that would be willing to participate. **CLOSED.**

- e. Mr. Shawn Coffin said thanks to the group that communicated the problem with his neighbor that had been rocked on two consecutive days recently. Mr. Steele explained that the staff publishes this information as well as much more each week, both via email and on the web site. He also thanked Mr. Coffin for coming to the meeting and providing the Board with feedback. **CLOSED.**

III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: A written report was provided and is attached to these minutes. The Superintendent (Nancy Griffin) briefed the members present and outlined her activities for the period.
- b. Maintenance Department: A written report was provided and is attached to these minutes. The new maintenance contractor (Jamie Esquivel of J&J Construction) was introduced by Mrs. Tate and he briefed on the activities of the maintenance department since taking the position.
- c. Standards Department: A written report was provided and is attached to these minutes. Mr. Lemanski is still rehabilitating from surgery and the Acting Superintendent Adrian Suttles briefed the activities for this period.
- d. Community Management Department: Mrs. Tate provided a written report which is attached to these minutes. Mrs. Tate briefed from the written report and provided a summary of delinquent assessments, which total \$61,264.01 year-to-date.
- e. Architectural Review Committee. Mr. Derrick Foyle briefed on the activities of the committee for the previous month. The Committee received a total of 45 Property Improvement Applications for the month with 36 approved. The total includes those that may have been resubmitted of the nine (9) that were disapproved.
- f. Finance Committee: Mrs. Castro provided written accrual and cash basis statements from the Bookkeeper. She briefed from these statements. The Finance Committee has been meeting and will meet again over the next month to prepare the Committee's recommendation for the 2013 annual budget.
- g. Landscaping Committee. No committee currently exists.
- h. Nominating Committee. The committee is not required to meet at this time.
- i. Communications Committee. The minutes of the Committee's meetings were provided and are attached to these minutes. Mr. Bill Fenstermacher briefed on the activity of the committee.
- j. Public Safety Committee. No activity this period and no representative of the committee was present.
- k. Sports and Park Committee. No minutes of meetings for the Sports and Park Committee were provided; however, Richard Gentry briefed on the activity of the committee. The Committee presented the amended pool rules with the changes from the Board's previous meeting. The Board approved the amended rules by a unanimous vote of the Board members present (4/0).
- l. Strategic Planning Committee: Mr. Rick Severs explained that the training scheduled for 25 August was cancelled since only one individual attended. He recommended that all members of the Board as well as staff should attend this training and they will try again to schedule training.
- m. Adhoc By-Laws Committee: Mr. Rick Severs briefed that the committee had met weekly with the minutes attached to these minutes. The Committee will continue meeting until no longer required and proposed changes are submitted to the Board. The Committee submitted the changes to date and will meet again after the community and Board have had a chance to have an input. The proposed By-Laws (to date) will be posted to the web site and input requested.

IV. UNFINISHED BUSINESS:

- a. Electronic gates/key cards for sports and recreation facilities. A motion was made to not pursue this activity going forward. After a brief discussion, the motion was seconded and the motion passed by a vote of 3 to 1 (Kevin Drummonds opposed). **CLOSED.**
- b. Villages of Westcreek Clean-up Day. A motion to table this activity until the spring was made and seconded. The Board voted unimously to table the clean-up day until spring 2013. **TABLED.**
- c. Solar Power for the Clock Tower. No activity this period. **OPEN.**

- d. SAWS Easement (Sports Park). The latest response from SAWS was presented and discussed. SAWS will not pay to have the walking track resurfaced and their offer was pretty much the same as before. The Board decided to send another proposal to SAWS. **OPEN.**
- e. Additional Personnel/Time in schedule in Park. After discussion, it was decided to take no action on this proposal at this time. **OPEN.**
- f. National Night out (October). The Community Manager requested a \$1500 budget to host the National Night Out in the Sports Park on October 2, 2012. A motion was made to approve the Community Manager's proposal and it was seconded. The Board approved the motion with a unanimous vote of Board members present. **OPEN.**

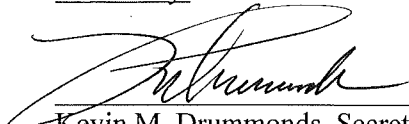
V. NEW BUSINESS:

- a. Flag Pole in front of the Community Center. A 50-foot flag pole was donated to the VWOA by McMillan Homes (the Reserve) upon completion of build-out. The Staff is in the process of getting the pole installed and the cost is approximately \$3400, which includes installation, flag, and lighting. **CLOSED.**
- b. Mr. Rick Severs proposed that the Board and Staff look into solar energy for the community center and possibly street lights. The Community Manager agreed to take this for action. **OPEN.**
- c. Sidewalk on Saxon Hill and Military Drive West. A question was asked about the status of this project. The county did not have the funds to do this project and asked that the VWOA pay for the materials and they would supply the labor. This too will be looked into by the Staff. **OPEN.**

VI. The Next Meeting: The next regular meeting will be held on Thursday, October 18, 2012 at 7:00 p.m. in the Community Center.

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

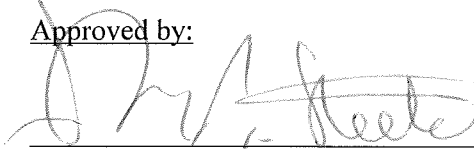
Written by:


Kevin M. Drummonds, Secretary

Date:

10/18/2012

Approved by:


John B. Steele, President

Date:

18 OCT 2012

Posted in the VWOA Book of Minutes by:

Brenda Tate
Community Manager
VWOA

Date: _____

Parks And Recreation –September 2012

Board Report for September 2012

Programs/Classes

- a. **Soccer-** Fall soccer season is well under way, two scrimmage games cancelled due to rain to protect the kids and the fields, both rescheduled, team pictures were on 10-15 & 10-17
- b. **Olympic Karate-** Classes on Tuesday & Thursdays 15 current participants.
- c. **Pools -** Both pools were closed for end of season Sept 30th
- d. **SMASHDANCE-** Zumba Fitness are offered each Monday and Wednesday at 7:30 pm 42 participants
- e. **Body Bootcamp-** Tue & Thur 7:30pm
- f. **Cardio Dance-** Wed evenings 6:30 g- h - i have 20 participants
- g. **Kickboxing-** Mon 6:30pm
- h. **Women's Total Body-** Mon-Wed-Fri , 9am
- i. **Muscle Toning-** 9-10am Mon-Wed-Fri

Past Community Events:

- a. **Community Cleanup-** cancelled due to bad weather
- b. **National Night Out Celebration-** Tuesday, October 2nd, 5:30pm-8:30pm
Approximately 1000 in attendance, feedback very positive

Future Community Events:

- a. **Rummage Sale** – Saturday, October 13th, 7 am – 11 am
- b. **Fall Fest-** October 27, 4 pm – 7 pm, Hay Ride and Scarecrow Contest planned
- c. **Christmas Bazaar-** Date set for December 8, 8 am – 4 p
- d. **Christmas Lighting Contest** – tentative date December 18-19-20
- e. **Mardi Gras** – tentative date February 8, 7:30pm-11:30pm
- f. **Easter Egg Hunt-** tentative date March 23, 9:00 am

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

Jamiejjconst@aol.com

Monthly Maintenance Report **SEPTEMBER**

- **Daily task:** Pick up trash, main road ways, walk around Community Center, check swimming pool, clean and hose down sidewalks around building. Go inside building & check all bathrooms, go over to community park, check community pool and pavilion and pick up trash, check for wasps and
check
fire ants.
- **Mowing:** Mow all needed areas around road ways & monuments, have been mowing all areas that have been unattended and brought up to standards. Working on monument irrigation
clocks to
make operable.
- **Land:** Have been inspecting property for hazards and liabilities, in process, have found water leaks & repaired them, also was able to catch up on all subdivision mowing.
- **Park:** Assisted Park Recreation Superintendent, Nancy and Coach Al in making soccer fields ready, also assisted everyone, in making National Night Out a great success, that process took planning. We sprayed pesticides, to make this event more enjoyable, I also helped with cooking.
- **Flag pole:** Flag pole has been installed and concrete base and steel pipe bollards.
- **Community Center:** Working to bring up to code, according to Fire Marshal requests, also over seeing pool functions.

STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards
To: VWOA Board of Directors
Subject: Report for the month of September 2012
Presented to the Board of Directors on October 18, 2012

<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. Fifteen (15) of these were approved, five (5) were not approved.	Info
Staffing/Personnel:	Staffed with six (6) part time Standards Monitors, temporarily decreased to five (5) as Adrian is filling in as Superintendent while Ken Lemanski is out on medical leave.	Info
Standards Violations Documented:	Three hundred fifty-six (356) violations of our standards were noted in the month of September, August had Four hundred seventy-five (475) violations documented.	Info
Personal Contact:	Forty-seven (47) for the month of September. August had Ninety-eight (98) contacts.	Info
Thank You Notices:	Fifty-nine (59) were handed out for September. August had seventy-seven (77) handed out.	Info
Vacant Houses	As of September 30, 2012 there are sixty (60) homes in the Villages of Westcreek that are vacant for one reason or another. Either they have been foreclosed on, up for sale or they have been abandoned by the owners. These are the ones that the association is aware of at this time.	Info
Attorney Referral for Action:	None for this month.	Info
Re-Sale Inspections:	Four (4) were completed in September.	Info
Yard/Garage Sales:	Forty two (42) for September.	Info
<u>PROJECT MANAGEMENT</u>		
Flag Pole:	This was installed on September 28, 2012.	Info
Public Safety Report:	See my separate report on graffiti and crime reported to us.	Info

Crime Incidents for September 2012

<u>DATE</u>	<u>VILLAGE</u>	<u>STREET(S)</u>	<u>DETAILS</u>
9/1/2012	Wynwood	Skyline Mesa	Windshield of car, which was backed into driveway, vandalized by 3 strikes of 2 large rocks (grapefruit & cantaloupe sized).
9/5/2012	Wynwood	Macey Trail	Windows of van broken/shattered. Mud/debris all over vehicle. Cops called. They believed may have been from street sweeper.
9/5/2012	Highpoint	Point Springs	All 4 tires on Chevy Tahoe stolen. Vehicle put on landscape bricks taken from neighbors yard. Porch light also broken out.
9/5/2012	Highpoint	Point Springs	All 4 tires on Chevy Avalanche truck stolen. Vehicle put on landscape bricks taken from neighbors yard. Porch light also broken out.
9/14/2012	Royal Oaks		Attempted car theft-1994 Ford F-150 in driveway, between 11 pm - 6 am. Criminals unscrewed porch light, tore off ignition, were unable to break through club so were unsuccessful with the attempt/Suspicious activity-About 6 pm Friday night a Hispanic couple in 20's came to door. Female was heavy set with long blond streaks in hair, male did not speak. She said they were collecting for State Championship Volleyball
9/18/2012	Royal Oaks	Jarvis	Resident's cat was shot in the face by a 22 by unknown nearby neighbor
9/19/2012	Highpoint	Point Bell	Female resident was walking her dog around 5:45 am. A white or light colored truck w/a loud muffler, driven by a small-medium built Hispanic male stopped, exited the truck, & began to approach her. The man noticed her dog & then retreated
9/20/2012	Reserve		Vehicles vandalized with eggs
9/27/2012	Wynwood	Macey Trail	Btwn 11:40 am & 2 pm, House broken into. Threw rock through back glass door. Took Laptop, paintball stuff, \$, jewelry, SS cards

2012		<u>CY 2012 GRAFFITI REPORT</u>	
<u>#</u>	<u>LOCATION</u> September	<u>DATE</u>	<u>PROPERTY</u>
	Saxonhill & Westcreek Oaks	9/4/2012	<u>PRIV/GOV PROPERTY</u> Black paint on light pole CPS
	WC Oaks btwn Military & Addingham	9/14/2012	Graffiti-Red paint on curb



Villages of Westcreek
Owners' Association

Community Managers Report
For September 2012
Presented to the
Villages of Westcreek
Board of Directors
October 18, 2012

Physical Plant

- Fire Marshall Found several issues including no panic hardware on doors to community room estimates pending, red tag on sprinkler system fixed, Gfis not to code fixed.
- Sports Park Fields looking great
- Flag installation complete Total cost \$3900
- Pools Closed / deck repaired warranty work
- Bridge Construction in full swing
- Future Repairs are needed on the Pool Ladder anchors, Community Center Fascia and overhang.

Personnel

- Adrian Suttles Temp Standards Super filling in for Ken Lemanski.
- We are fully staffed in all other positions.

Vandalism

- Graffiti- very light this month kids are back in school
- Cars egged
- Car set on fire

Other Items

- National Night out was a huge success 1000 in attendance
- October Fest October 27,2012 4pm-7pm At the Sports Park

Exclusive Usage Contracts

- Pavilion parties 6
- Community center 5
- Pool Parties 9

Closings

- New 0 Resale30

Constant Contact Email Status Report 1468 subscribers

Days	H/O's	Amount
Current	3108	\$242,424.00
1-30 days	7	\$190.52
31-60 days	0	\$0.00
61-90 days	161	\$9,607.63
Over 90 days	143	\$52,385.29
Total	311	\$62,183.44

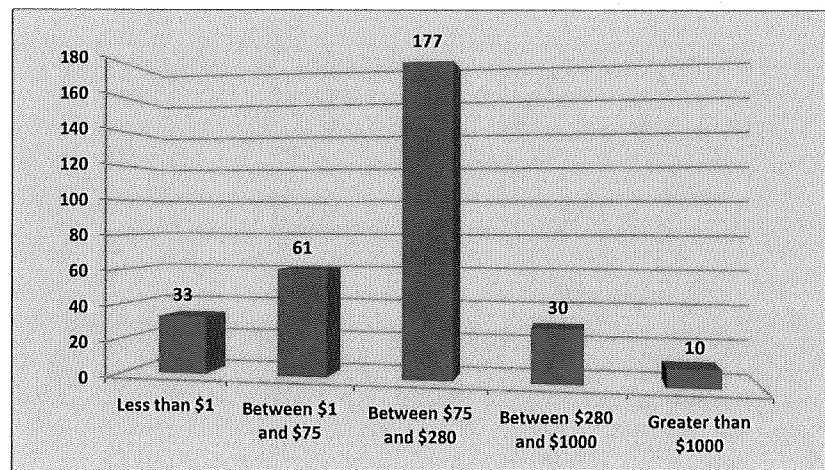
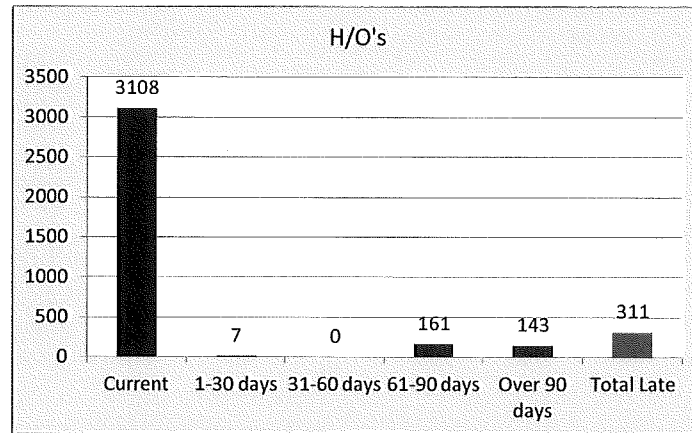
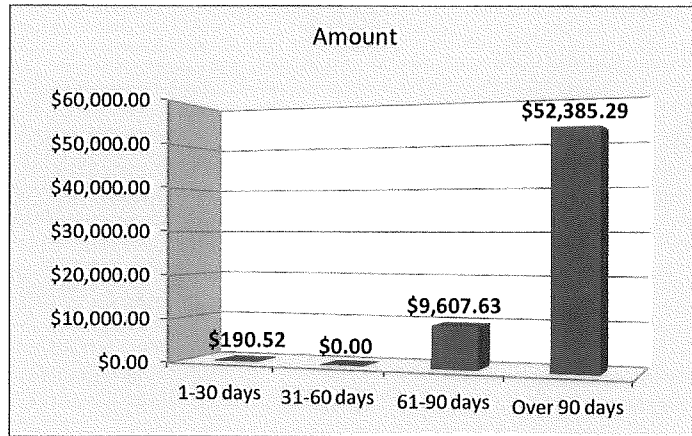
Current homeowner payments
\$242,424.00

Days	H/O's
Current	3108
1-30 days	7
31-60 days	0
61-90 days	161
Over 90 days	143
Total Late	311

Delinquent total ytd
62,183.44

Amount	H/O's
Less than \$1	33
Between \$1 and \$75	61
Between \$75 and \$280	177
Between \$280 and \$1000	30
Greater than \$1000	10

2012 Delinquent Assessments



10:24 AM

10/12/12

Accrual Basis

Villages of Westcreek Owners Association
Balance Sheet
As of October 12, 2012

	<u>Oct 12, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	226,863.45
1011 · Reserve Accounts	244,850.75
Total Checking/Savings	471,714.20
Accounts Receivable	
1020 · Accounts Receivable	140,327.23
Total Accounts Receivable	140,327.23
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	18,186.94
1040 · Undeposited Funds	1,503.01
1045 · Due from Operating Fund	32,505.67
1071 · Allowance For Doubtful Accts	-8,500.00
Total Other Current Assets	43,729.81
Total Current Assets	655,771.24
Fixed Assets	
1050 · Fixed Assets	50,892.42
1056 · Community Center^	2,021,505.24
1057 · Community Center Furniture	19,489.77
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	2,119,557.34
Other Assets	
1037 · Chase CD	2,589.29
Total Other Assets	2,589.29
TOTAL ASSETS	<u>2,777,917.87</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	6,336.20
Total Accounts Payable	6,336.20
Credit Cards	
2040 · Credit Card	623.26
Total Credit Cards	623.26
Other Current Liabilities	
2020 · Other Current Liabilities	17,045.06
2030 · Due to Employees/Uncashed Payro	124.81
2100 · Payroll Liabilities	3,189.99
Total Other Current Liabilities	20,359.86
Total Current Liabilities	27,319.32
Long Term Liabilities	
2022 · Due to Reserve Fund	32,505.67
2200 · Long Term Notes Payable	1,304,501.47
Total Long Term Liabilities	1,337,007.14
Total Liabilities	1,364,326.46
Equity	
2031 · Retained Earnings	104,167.25
3000 · Fund Balance	974,015.16
Net Income	335,409.00
Total Equity	1,413,591.41
TOTAL LIABILITIES & EQUITY	<u>2,777,917.87</u>

10:22 AM

10/12/12

Cash Basis

Villages of Westcreek Owners Association
Balance Sheet
As of October 12, 2012

	Oct 12, 12
ASSETS	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	226,482.83
1011 · Reserve Accounts	244,850.75
Total Checking/Savings	471,333.58
Accounts Receivable	
1020 · Accounts Receivable	1,982.89
Total Accounts Receivable	1,982.89
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	18,186.94
1040 · Undeposited Funds	1,883.63
1045 · Due from Operating Fund	32,505.67
1071 · Allowance For Doubtful Accts	-8,500.00
Total Other Current Assets	44,110.43
Total Current Assets	517,426.90
Fixed Assets	
1050 · Fixed Assets	50,892.42
1056 · Community Center^	2,021,505.24
1057 · Community Center Furniture	19,489.77
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	2,119,557.34
Other Assets	
1037 · Chase CD	2,589.29
Total Other Assets	2,589.29
TOTAL ASSETS	2,639,573.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2040 · Credit Card	623.26
Total Credit Cards	623.26
Other Current Liabilities	
2020 · Other Current Liabilities	17,045.06
2030 · Due to Employees/Uncashed Payro	124.81
2100 · Payroll Liabilities	3,189.99
Total Other Current Liabilities	20,359.86
Total Current Liabilities	20,983.12
Long Term Liabilities	
2022 · Due to Reserve Fund	32,505.67
2200 · Long Term Notes Payable	1,304,501.47
Total Long Term Liabilities	1,337,007.14
Total Liabilities	1,357,990.26
Equity	
2031 · Retained Earnings	68,185.19
3000 · Fund Balance	974,015.16
Net Income	239,382.92
Total Equity	1,281,583.27
TOTAL LIABILITIES & EQUITY	2,639,573.53

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through October 12, 2012

	Jan 1 - Oct 12, 12	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	9,920.27	391.12	9,529.15
4170 · Program Fees	44,270.70	25,501.62	18,769.08
4180 · Swim Team	816.00	0.00	816.00
4190 · Reimbursed Expenses	0.00	0.00	0.00
5000 · Revenue	1,096,150.66	932,632.76	163,517.90
5100 · Newsletter Advertisement	859.00	2,346.77	-1,487.77
5200 · Rummage/Yard Sales	3,885.00	2,737.89	1,147.11
5400 · Pavilion Rental	5,187.50	3,911.28	1,276.22
5500 · Sports Park Committee	1,888.00	0.00	1,888.00
5600 · Fence Repair Reimbursement	0.00	0.00	0.00
5700 · Cost of Compliance	0.00	0.00	0.00
5800 · Community Center	22,350.00	14,080.65	8,269.35
5900 · Concession Stand	595.75	782.27	-186.52
Total Income	1,185,922.88	982,384.36	203,538.52
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	1,185,922.88	982,384.36	203,538.52
Expense			
8000 · Operating Expenses	223,278.72	228,738.33	-5,459.61
8200 · Administration	369,546.51	352,417.12	17,129.39
8300 · Maintenance	19,033.90	23,311.30	-4,277.40
8400 · Recreation Department	129,454.69	100,815.73	28,638.96
8500 · Misc. & Contingency	3,574.93	16,427.42	-12,852.49
8980 · Depreciation Expense	29,750.00	23,467.74	6,282.26
9500 · Reserved Funds	75,875.13	149,333.07	-73,457.94
Total Expense	850,513.88	894,510.71	-43,996.83
Net Ordinary Income	335,409.00	87,873.65	247,535.35

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through October 12, 2012

	Jan 1 - Oct 12, 12	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 • Miscellaneous Income	9,853.27	391.12	9,462.15
4170 • Program Fees	44,255.70	25,501.62	18,754.08
4180 • Swim Team	816.00	0.00	816.00
4190 • Reimbursed Expenses	0.00	0.00	0.00
5000 • Revenue	1,008,103.24	932,632.76	75,470.48
5100 • Newsletter Advertisement	859.00	2,346.77	-1,487.77
5200 • Rummage/Yard Sales	3,870.00	2,737.89	1,132.11
5400 • Pavilion Rental	5,167.00	3,911.28	1,255.72
5500 • Sports Park Committee	1,888.00	0.00	1,888.00
5600 • Fence Repair Reimbursement	0.00	0.00	0.00
5700 • Cost of Compliance	0.00	0.00	0.00
5800 • Community Center	22,350.00	14,080.65	8,269.35
5900 • Concession Stand	595.75	782.27	-186.52
Total Income	1,097,757.96	982,384.36	115,373.60
Cost of Goods Sold			
50000 • Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	1,097,757.96	982,384.36	115,373.60
Expense			
8000 • Operating Expenses	228,800.30	228,738.33	61.97
8200 • Administration	370,044.63	352,417.12	17,627.51
8300 • Maintenance	19,033.90	23,311.30	-4,277.40
8400 • Recreation Department	129,454.69	100,815.73	28,638.96
8500 • Misc. & Contingency	5,426.39	16,427.42	-11,001.03
8980 • Depreciation Expense	29,750.00	23,467.74	6,282.26
9500 • Reserved Funds	75,875.13	149,333.07	-73,457.94
Total Expense	858,385.04	894,510.71	-36,125.67
Net Ordinary Income	239,372.92	87,873.65	151,499.27

FINANCE COMMITTEE 2012
VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC.
1295 Military Drive West
San Antonio, TX 78253

REGULAR MEETING MINUTES
Wednesday 17 October, 2012

1. Jenifer Castro, Committee Chair, called the meeting to order at 5:30pm, and attendance was taken.

a. Members Present:

Jenifer Castro, Brenda Tate, Eva Vasquez, Guy Oliver, and Barbara Hopkins.

b. Members Absent: Bill Fenstermacher, Rick

Severs, Joyce Oliver

- c. Other Homeowners Present: David Prater, Michael Allsop, Kevin Drummonds, John Steele

The Meeting was called to order at 5:30 pm

2. The Committee reviewed the draft budget incorporating the changes discussed and agreed upon at the last meeting.
3. The Committee welcomed two Board members to review the draft.
4. After much discussion the Committee by unanimous vote agreed to present the 2013 Draft Budget as the Committees official recommendation.
5. Mrs. Castro the Committee Chair asked Mr. Steele to present the presentation to the Community Via Slide show at the October 18, 2012 Board of Directors meeting.
6. The committee agreed that no further meetings are needed as they have completed the 2013 budget.

The meeting was adjourned at 7:15 PM.



Jennifer Castro
Finance Committee Chair

10/18/12
Date

FINANCE COMMITTEE 2012
VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC.
1295 Military Drive West
San Antonio, TX 78253

REGULAR MEETING MINUTES
Thursday, 27 September, 2012

1. Jenifer Castro, Committee Chair, called the meeting to order at 3:00 pm, and attendance was taken.

a. Members Present:

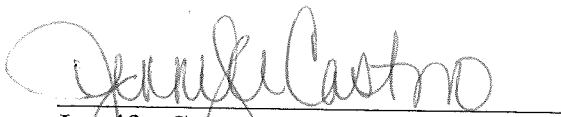
Jenifer Castro, Brenda Tate, Eva Vasquez, Joyce Oliver, Guy Oliver, Harold Severs, and Barbara Hopkins.

b. Members Absent: Bill Fenstermacher


c. Other Homeowners Present: None

2. Election of vice Chair: Mrs. Castro nominated Mrs. Tate and a vote of 7 confirmed the placement.
3. Election of Secretary: there were no volunteers Mrs. Tate will complete the minutes for the committee.
4. The committee reviewed the draft Budget Mr. Severs had concern as to what the line Item 5020 Builder assessments only listed 7 vacant lots . Mr Severs stated he would check out the ten he knew about. Mrs. Tate Stated that the totals build out count is 3419 and has agreed to go back to the system and double check the plot count.
Note: the following day Mr. Severs emailed Mrs. Tate and let her know that the ten lots he spoke of were only seven as three had been sold.
5. The committee Discussed and reviewed all line Items, And agreed that once Mrs. Tate verifies the plot count all would review again the final budget via email and at that time submit to the board of directors for review.
6. The committee agreed that no further meetings are needed as they have completed the 2013 budget.
7. After review an additional meeting was called in order to invite the Board of Directors to Join and input their opinions prior to the official presentation of the 2013 Budget. The next meeting will be held on the 17th of October 2012 all are invited to attend.

The meeting was adjourned at 4:45 PM.



Jennifer Castro
Finance Committee Chair



Date

VWOA 2013 Budget - Recommendation

INCOME					
Account Code	Account Description	2012 actual 10/09/2012	2012 budget	2013 draft budget	Proposed Change from 2012
4150	Miscellaneous Income	9,876	500	2,000	1,500
4170	Recreation Dept. Program Fees	0	0		
4170.02	Rummage Sales	605	500	500	0
4170.05	volleyball	401	0	400	400
4170.06	Soccer	21,079	13,000	20,000	7,000
4170.07	Oktober fest	40	0	200	200
4170.08	Christmas Bazaar	105	0	200	200
4170.09	Swim Lessons	6,947	7,500	7,000	(500)
4170.12	Kickboxing/Water aerobics	8,188	4,500	7,500	3,000
4170.14	Karate	2,093	1,700	2,000	300
4170.19	Smash	2,743	2,000	2,500	500
4170.22	Mardi Gras	2,110	1,000	2,000	1,000
4170.23	Annual Picnic	431	300	400	100
4170.24	National night out	500	0	500	500
4180	Swim Team	816	0	800	800
4190	Reimbursed Expenses	0	0	0	0
5000	Revenues				
5010	Owner Assessments (\$312 x 3411 homeowners)	956,592	1,062,048	1,064,232	2,184
5020	Bullder Asmnts - Improved Lots (\$312 x 8lots)	3,432	2,840	2,496	(344)
5030	unimproved lotsx7x\$71	692	852	497	(355)
5040	Bank Interest				
5041	Cash Account Interest	838	100	1,000	900
5042	Late Fee Finance Charges	4,690	5,000	5,000	0
5050	Collection/NSF Fees	1,846	2,500	2,500	0
5060	Pool Revenue				
5063	Pool Usage Fee	2,900	2,500	3,000	500
5065	Photo IDs	2,098	2,300	2,300	0
5066	Pool Party Lifeguard/Gateguard	3,185	4,000	3,500	(500)
5067	Pool Guest Pass	2,260	6,000	2,500	(3,500)
5070	Special Revenue (Rent)	0	0	0	0
5080	Resale Revenues				
5081	Resale Certificate Fees	10,800	10,000	10,500	500
5083	Transfer/Refinance Fees	8,110	6,500	7,000	500
5100	Newsletter Advertisements	859	3,000	1,000	(2,000)
5200	Yard Sales	3,855	3,500	4,000	500
5400	Pavilion Usage Fees	5,145	5,000	5,000	0
5500	Sports Park Committee	1,888	0	500	500
5800	Community Center Usage Fees - All	22,350	18,000	21,000	3,000
5900	Concession Stand	595	1,000	600	(400)
Projected Oper Revenue		1,088,069	1,166,140	1,182,625	16,485
EXPENSES					
	DESCRIPTION	2012 actual 10/09/2012	2012 Budget	2013 Draft Budget	Proposed Change from 2012
8110	Corporate Expenses				
8110.01	Annual Meeting Expenses	586	500	600	100
8110.02	Education board	0	500	500	0
8120	Administrative and Finance				
8121	Bank Charges	6,060	7,000	7,000	0
8122	Dues and Subscriptions	562	600	600	0
8123	Record Storage	450	600	660	60
8124	Accounting Services	13,500	16,200	16,200	0
8125	Consulting Expenses				
8125.01	Legal Fees for A/R	1,492	100	3,700	3,600
8125.02	Other Legal	4,200	7,000	6,100	(900)
8125.03	Audit and Tax Preparation	3,761	4,000	4,000	0
8125.04	Other Professional Consulting	0	100	100	0

Account Code	Account Description	2012 actual 10/09/2012	2012 budget	2013 draft budget	Proposed Change from 2012
8126	Postage	4,012	6,250	5,500	(750)
8127	Printing and Copying	3,716	4,500	5,500	1,000
8128	Interest on Notes Payable - Community Center w/lat	70,986	99,800	99,800	0
8131	Utilities				
8131.01	Electricity	27,836	35,000	35,000	0
8131.02	Water/Sewer	23,057	17,000	28,000	11,000
8131.03	Telephone	5,337	6,000	6,500	500
8140	Insurance & Taxes				
8140.01	Liability, Property Damage, D&O, Fidelity Bond	32,750	34,200	34,200	0
8140.03	Worker's Comp	3,234	9,000	4,000	(5,000)
8140.05	Corporate and Property Taxes	2,475	1,000	3,000	2,000
8140.06	Employer's Payroll Taxes	21,355	30,000	27,000	(3,000)
8140.07	Business Auto	2,100	2,550	2,300	(250)
8200	Administration				
8210	Salaries				
8210.01	Payroll Processing Expenses	608	600	750	150
8211	Managerial Salaries				
8211.01	Community Manager	38,461	50,000	50,000	0
8211.02	Assistant Community Manager	14,277	18,200	18,655	455
8212	Administrative Salaries				
8212.01	Administrative Assistant Salaries	52,096	76,500	80,325	3,825
8212.02	Superintendent of Standards-(ARC)	23,057	30,820	31,591	771
8212.04	Standards Compliance Monitors	37,677	48,320	49,528	1,208
8220	Operations				
8220.01	Licenses & Permits	285	500	350	(150)
8220.02	Equipment purchases	342	0	500	500
8220.03	Travel Expenses	4,184	5,500	5,500	0
8220.04	Parking	0	500	100	(400)
8220.05	Meals	145	150	150	0
8220.06	Education Expenses	1,605	800	2,000	1,200
8220.07	Staff Performance Incentive	0	2,000	8,376	6,376
8220.09	Office Supplies	3,366	3,500	4,000	500
8220.10	Equipment Rental	4,019	4,000	4,000	0
8220.11	Software and Computer Peripherals	137	1,000	2,000	1,000
8220.12	Misc Admin Expenses	343	1,000	1,000	0
8220.13	Signage	1,772	2,000	4,000	2,000
8220.14	Community Center Maint/Repair	1,313	2,000	2,000	0
8220.15	Newsletter/Website Layout & Maint (Contract Labor	3,834	3,600	4,500	900
8221	Monitoring				
8221.01	Monitoring Services - SP	22,845	20,000	25,000	5,000
8221.02	Monitoring Services - CC	3,578	3,000	3,500	500
8221.03	Party Monitors	2,278	4,000	3,000	(1,000)
8230	Scheduled Service Contracts				
8230.02	Landscape/ Maintain	93,975	111,600	121,200	9,600
8230.03	Pest Control	237	400	400	0
8230.04	Trash Removal	1,735	1,950	1,950	0
8230.05	Street Sweeping	1,338	2,000	1,620	(380)
8230.06	Pool Maintenance & Management	25,010	33,000	30,000	(3,000)
8230.08	Janitorial Contract - Special Cleanings - CC	2,035	3,000	2,500	(500)
8230.09	Weekly Janitorial Control - Comm Ctr	6,860	9,000	7,500	(1,500)
8230.10	Comm Ctr HVAC Maintenance Contract	2,078	2,500	2,500	0
8230.11	Comm Ctr Fire/Burglar Alarm Maint Contract	2,210	3,000	2,800	(200)
8230.12	Computer Contract	3,945	4,500	4,680	180
8230.13	Drug Testing	120	600	300	(300)
8230.14	Hog Trapper	0	750	300	(450)

Account Code	Account Description	2012 actual 10/09/2012	2012 budget	2013 draft budget	Proposed Change from 2012
8300	Maintenance				
8310	Salaries				
8320	Operations				
8320.01	Plumbing	1,528	1,000	1,500	500
8320.02	Irrigation	301	2,000	1,500	(500)
8320.03	Landscaping	1,444	4,000	5,000	1,000
8320.04	Electrical/Lighting	1,686	3,000	2,000	(1,000)
8320.05	Clock Tower Maintenance	7	1,000	1,000	0
8320.06	Parking Lot/Street Repair	269	600	600	0
8320.07	Vandalism Expenses	1,888	1,500	2,000	500
8320.08	Park Fence/Gate Maintenance	523	500	500	0
8320.09	Major Street Fences	3,433	7,000	7,000	0
8320.10	Natural Area Maintenance	305	500	500	0
8320.11	Improved Area Maintenance	1,500	2,400	2,400	0
8320.12	Operating Supplies	3,211	3,500	4,000	500
8320.13	Tools/Equipment	1,304	1,000	1,000	0
8320.14	Uniforms/Safety	223	200	250	50
8320.15	Equipment Repairs	482	1,000	600	(400)
8320.17	Pest Control Supplies/Treatment	928	600	1,500	900
8400	Park & Recreation Department				
8411	Office Salaries				
8411.01	Recreation Director	18,862	30,300	31,057	757
8411.02	Assistant Recreation Directors	11,330	7,250	14,000	6,750
8412	Pool Operations Salaries				
8412.02	Head Lifeguard	8,189	7,400	7,400	0
8412.03	Lifeguards	16,589	25,800	18,000	(7,800)
8412.04	Gate Guards for Pool - Seasonal	15,686	12,400	16,000	3,600
8412.05	Swim Lesson Instructors	2,337	2,500	2,400	(100)
8412.06	Pool Party Lifeguards	2,722	2,500	2,500	0
8413	concession stand	262	0	300	300
8414	SP Committee	5,698	0	0	0
8420	Programs				
8420.01	Special Events and Monthly Activities	1,045	1,500	1,500	0
8420.02	Annual Picnic	8,388	7,000	9,000	2,000
8420.03	Holiday Decorating Contest	0	500	500	0
8420.05	Easter Egg Hunt	301	300	300	0
8420.06	Operational Supplies	952	1,500	2,000	500
8420.07	Safety Day	0	100	0	(100)
8420.09	Soccer	14,171	10,000	15,000	5,000
8420.10	Volleyball	397	500	500	0
8420.11	Sports Equipment	815	1,000	1,000	0
8420.12	Uniforms	482	600	500	(100)
8420.13	Signage	578	1,000	1,000	0
8420.14	Oktoberfest	312	2,000	2,000	0
8420.18	Kickboxing	5,894	3,000	6,000	3,000
8420.2	Mardi Gras	4,375	2,500	5,000	2,500
8420.21	National Night Out	1,201	1,500	1,500	0
8430	Pool				
8430.01	Pump Maintenance	966	1,000	1,000	0
8430.02	Pool and Deck Repair	453	500	500	0
8430.03	Bath House and Cabana Repair	96	500	500	0
8430.04	Misc. Pool Expenses/Furniture	4,158	4,500	2,000	(2,500)
8500	Misc. and Contingency				
8510	Misc. Admin Expenses/Contingency	0	1,000	1,000	0
8511	Anticipated Unpaid Annual Assessments	0	10,000	10,000	0
8520	Uncollectible Expenses				
8520.01	Uncollectible Assessments	3,580	5,000	5,000	0
8520.02	Uncollectible Late Fees	0	5,000	0	(5,000)
8520.04	Uncollectible Legal Fees	1,846	5,000	5,000	0
8980	Depreciation - Capital Assets (NON-CASH EXPENSES)	34,000	30,000	30,000	0

Account Code	Account Description	2012 actual 10/09/2012	2012 budget	2013 draft budget	Proposed Change from 2012
	Total Projected Operational Expenses	767,951	945,640	990,642	45,002
	NON-OPERATING CASH OUT-FLOWS				
2211	Current Portion Note Payable	68,200	68,200	68,200	0
	CAPITAL RESERVE FUNDS				
9500	Reserve Funds				
9520	Capital Replacement Reserves	45,000	94,900	94,900	0
9530	Capital Improvement Funds	25,000	50,000	50,000	0
	Total Projected Deposits to Reserve Accounts	70,000	144,900	144,900	0

2013 Villages of Westcreek Budget Projection

<u>Projection 2013</u>	<u>2013 Draft Budget</u>	<u>Notes/Comments</u>
Projected Annual Operating Revenue	1,182,625	
Less Budgeted Operating Expenses Excluding Depreciation	960,642	
Less 2013 Portion of Loan Payable	68,200	
Less Capital Reserves Contributions	144,900	
Projected Surplus/(Deficit)	8,883	

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

Jamiejconst@aol.com**SOLAR PANEL CONVERSION**

- **Clock Tower:** **\$80.00 a month is the average bill. To install system in and change meter loop to be able to send or sell electricity back to CPS, plus panels on south end of tower only the total would be \$37,000.00, without incentives. The return would start in 35 years.**

- **Community Center:** **\$1,100.00 is the monthly average bill. To change meter loop, and add panels to south end and enough to completely run all of the building and sell electricity back. Total without incentives \$128,000.00 and return would start in 18 years.**



Villages of Westcreek
Owners' Association

Saxon Hill side walk

Materials were approved by the BOD three years ago the cost was \$600 however the county funding was depleted and they were not able to complete this Project.