



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

May 24, 2018

7:00 P.M.

VWOA Community Center

The Board of Directors executive session will precede the open board meeting starting at 6PM in the conference room at the Community Center.

1. Call to Order and Pledge of Allegiance - **7:00 p.m.**
2. Oath of Office
3. Responsibility for taking meeting minutes
4. Approval of previous Board Meeting Minutes
5. Homeowner forum-3 minutes per lot.
6. Department Reports
 - a. Community Manager
 - b. Administrative
 - c. Community Activities
 - d. Maintenance
 - e. Standards
7. Committee Reports - **7:30 p.m.:**
 - a. Architectural Review Committee
 - b. Communications Committee
 - c. Sports Park Committee
8. Unfinished Business - **7:50 p.m.:**
 - a. Restrooms for Sports Park
 - b. Speed Bumps on Sage Run
 - c. RFID access

OPEN – Changed - Out for re-bid
OPEN – Pending funding from County
9. New Business - **8:15 p.m.:**
 - a. Security patrols around the HOA
 - b. Pool rules revision
 - c. Gate guards at pools
 - d. Creation of the SARC
10. Executive Session(s) Result
 1. Pool rules and security
 2. Met with Spectrum executives for Q&A.
11. Next Meeting June 21, 2018 at 7 PM
12. Adjournment **9:00 p.m.**

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 7:04 pm, on Thursday, 24 May 2018. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Richard Gentry, President

John Steele, Secretary

Heather Malia, Vice President

Judi Cannon, Treasurer

Board Members Absent:

Brad Cleveland, Asst. Secretary

Staff Present:

Name	Position	Name	Position
Mike Hunsucker	Community Manager	Jason Dunbar	Community Activities
Rebecca Bastin	Client Relations Manager	Jamie Esquivel	Maintenance Contracto

Members Present:

Barb & Gene Hopkins

Guy & Joyce Oliver

Deedee Valerio

Marshall & Geraldine

Rick Severs

Kevin Drummonds

Besecker

Francis & Ann Lomax

Ken Percival

Andy Feith

Deb Biggerstaff

Yuri Balmaceda

Bill Fenstermacher

Coral Fathy

Sunny Fraley

Suzanne Bridges

Earl Fisher

Roger & Sylvia Pfuntner

Guests Present:

None

II. OATH OF OFFICE: The Community Manager administered the Oath of Office to the Board of Directors members present.

III. RESPONSIBILITY FOR TAKING MEETING MINUTES: The president raised a motion to direct the secretary to take the minutes of all Board meetings. Discussion followed where the definition of the Bylaws duties description for the secretary requires the secretary to record all votes taken and to keep the minutes of all meetings. The president stated the reason for this was because this was how it's been done in the past to keep the control of the minutes under the Board. The president's view is opposed to having Spectrum take the minutes for two reasons. The first is that when the contract was negotiated by a previous Board, Spectrum was informed that the Board would continue to take the minutes. It was also stated at that time that the treasurer and finance committee would continue to prepare the budget, and the ARC functions and responsibilities would remain with the volunteer committee regardless of the fact that it could be done by Spectrum as listed under the contract. The second reason is because the president feels in his opinion that the 1994 Bylaws, which are now governing the HOA, states that taking the minutes is the responsibility of the secretary. The secretary presented the case the community management company is being paid, in accordance to their contract, to record the meeting minutes and not enforcing this could be a precedent in not being able to enforce other contract requirements. The secretary also presented the case the 1994 Bylaws require the secretary to "keep" the minutes, not "take or record" the minutes. The president made a motion the secretary to record and take the minutes and this was seconded by the vice

president. The vote was two in favor (president and vice president), one opposed (secretary), one abstention (treasurer) and one absent member voted via email in favor (the president accepted as a vote in absentia). Motion passed.

IV. REVIEW/APPROVE PREVIOUS MINUTES: The meeting minutes for the March 2018 Regular Monthly Meeting were not received from the previous Board of Directors as of this date and were unavailable for review or approval. The Community Manager is attempting to get a draft of the Minutes from the previous Secretary.

V. MEMBER/GUEST FORUM:

President opened the Members' Forum. The following members spoke:

- a. Mr. Severs. Identified a safety concern regarding the lack of a safe crosswalk for wheelchairs/strollers at the Grosenbacher and Military Dr intersection. When the guardrails were installed the crosswalk was blocked, preventing safe passage to the Community Center without entering the roadway. Mr. Severs requested the Board report this to the County. The Community Manager was tasked with contacting the County and consider having the Association's attorney also send a formal legal request for action from the County. (OPEN).
- b. General comment the homeowners are pleased with the addition of the sunscreens providing heat to the kiddie pools. (CLOSED).
- c. Ms. DeeDee Valerio voiced concern about rough surface in the Community Center Pool causing blistering of the bottoms of feet. The Recreation Manager will investigate the condition. (OPEN).

VI. DEPARTMENT REPORTS:

- d. Community Manager Report: A written report was provided and is attached to these minutes. The construction agent for TXDOT gave the Community Manager an estimated start date of addressing the issues of the condition of the clock tower island by 1 June 2018. The Board requested the Community Manager contact Texas Department of Transportation directly regarding the condition of the clock tower island (power, water, and landscape condition). The secretary requested the Community Manager to attach a copy of the sales certificate for the golf carts to the Minutes.
- e. Recreation Department: A written report was provided and is attached to these minutes
- f. Maintenance Department: A written report was provided and is attached to these minutes. The Board requested the Maintenance Contractor add completion dates to his status report for the activities. The Maintenance Contractor stated the staining of the toe boards will be completed by 1 June 2018, the delay was due to a delay in getting the required stain from Sherwin-Williams. A homeowner voiced her concern the appearance of the fences along Military Drive do not look as uniform and consistent as they did when she moved in 18 years ago. She questioned why the HOA is not repairing/maintaining the fences. Another homeowner suggested the HOA negotiate a standard contractor for a lower rate to provide consistent and uniform appearance along all of the main fences.
- g. Standards Department: A written report was provided and is attached to these minutes. A homeowner, Roger Pfunter, voiced his continuing concern about his neighbor and his neighbor's behavior. The Community Manager and president both explained the limitations of the HOA in addressing behavioral issues between homeowners, this is a matter for the law enforcement to address. If a homeowner violates the Standards or CC&Rs of the Association, the Board can take action against that homeowner through the appropriate notifications in accordance with the Texas Property Code.

VII. COMMITTEE REPORTS:

- a. Architectural Review Committee. A written report was provided and is attached to these minutes. The Board requested the ARC keep them informed of requests for approvals to better prepare the Board to respond to potential homeowner appeals on ARC decisions.
- b. Sports Park Committee: No meeting was held due to a lack of quorum.
- c. Communications Committee. The committee provided copies of the new Welcome Package they developed and is attached to these minutes. The committee also updated the VWOA website and asked homeowners to provide feedback and suggestions for future improvements. Based on the Communications Committee report, the secretary motioned and the treasurer seconded the following five-part motion that the Board will:
 - 1) direct the Community Manager continue to produce the June newsletter as it is currently done and that the Communications Committee produce the new version for July,
 - 2) direct the establishment of individual logins with appropriate access roles for each staff member,
 - 3) require a standardized naming convention for the Board Minutes to be used on the website,
 - 4) require that all future VWOA Committee Minutes be signed by Chairman of the Committee (or whoever conducts the meeting) and the Secretary of the Committee (or whoever documents the minutes) after they are approved, and
 - 5) approve Mr. Fenstermacher as Chairman of the VWOA Communications Committee.

The vote passed unanimously.
- d. Landscaping Committee. A written report was provided and is attached to these minutes. The Board agreed to bringing back the Yard of the Month program to encourage homeowners' pride in the appearance of their home.

VIII. UNFINISHED BUSINESS:

- a. Restrooms for Sports Park--OPEN – Changed - Out for re-bid
- b. Speed Bumps on Sage Run--OPEN – Pending funding from County
- c. RFID access—The president explained the previous board did not have an effective plan for controlling non-homeowner access to the common areas without fencing (picnic areas, pavilion, workout areas, track, and sports fields) upon implementation. There would be no way to identify homeowners from non-homeowners in these areas. The Board discussed the use of RFID keyfobs and the issues of not being able to identify if the holder of the key fob is a homeowner or not. The Board and members present agreed the use of keyfobs was not in the best interest of the community. The discussion of ID cards with photos, similar to the current IDs, but printed on RFID cards could address many of the issues presented by the RFID system. A motion was made by the secretary and seconded by the treasurer to purchase from Security Technology of South Texas, Inc. a total 6,000 iClass Cards at a cost of \$3.25 per card for a total price of \$19,500, \$1608.75 taxes, for a grand total of \$21,108.75. The vote passed unanimously. (CLOSED).

IX. NEW BUSINESS:

- a. Security patrols around the HOA. The president discussed the need for improved security in Westcreek. The recommendation was discussed to hire part time off-duty constables, with law enforcement authorities, to patrol our neighborhoods. A motion was made by the secretary and seconded by the treasurer to provide until 31 August 2018 a trial period at not to exceed \$30 per hour rate and no more than 16 hours/week off-duty constables to patrol our community. The vote passed unanimously. (TABLED until after 31 August 2018 to review the trial period results).
- b. Pool rules revision. The Board requested and received a legal opinion on the pool rules and restrictions according to age on being an unaccompanied person in the pool. The legal opinion was to avoid the use of age to prevent age discrimination and Fair Housing Act concerns. The rules were updated and presented for further discussion. A motion was made by the treasurer

and seconded by the vice president to approve the new pool rules. The vote passed unanimously. (CLOSED)

- c. Gate guards at pools. The Board discussed the temporary addition of pool monitors to check IDs, maintain a safe environment, and provide routine pool maintenance. A motion was made by the secretary and seconded by the treasurer to keep the pool monitors in place. The vote was passed unanimously. (CLOSED)
- d. Creation of the Suggestions, Advice, & Recommendations Committee. The president discussed his desire to combine several smaller committees into a single committee to reduce meeting times and consolidate Board actions. The Board decided to table the discussion until the Assistant Secretary prepare a draft Administrative Resolution at the June Board Meeting that stands up the committee and rescinds the previous Administrative Resolutions standing up the committees being combined. (TABLED)

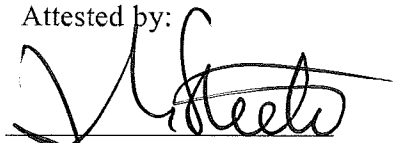
X. EXECUTIVE SESSIONS RESULTS for May 7 and 24:

- a. Pool rules and security were discussed with a request for a legal opinion on the pool rules. No decisions or votes were held.
- b. Met with Spectrum executives for an introductory review of the Spectrum contract. The Board will schedule a future Town Hall for the homeowners to meet the Spectrum executive leadership and receive a briefing on what is on the contract.
- c. No decisions were required on homeowner late assessments at these two meetings.

XI. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, 21 June 2018, at 7:00 pm in the Community Center.


XII. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 9:24 pm.

Attested by:


John Steele, Secretary


Date: 21 JUN 2018

Approved by:


Richard Gentry, President

Date: 21 Jun 2018

Posted in the VWOA Book of Minutes and on VWOA website by:


Mike Hunsucker, Community Manager

Date: 21 / JUNE / 2018

Community Manager report for meeting

Mike Hunsucker

Wed 5/23/2018 3:46 PM

Sent Items

To: VWOA <board@villagesofwestcreek.com>;

7 attachments (678 KB)

Maintance for april 2018.docx; quote_2871.pdf; iClass Card Order 6000 Qty Villages 5.8.18.pdf; Violation Pie Chart (5-22-18) .docx; Westcreek Violation List (5-17-18).pdf; Fence Project 5-21-18.xlsx; VWOA_CommunicationsCommitteeMinutes_20180507.docx;

Hello everyone,

1. Below you will see the responses that were sent to Jamie. Jamie's report is also attached.
2. I spoke with the engineer again about the clock tower and he is hopeful to get the work started next week.
3. Still no answer on the speed bumps
4. I am attaching again the quote for the slab extensions in the park
5. The electrical plan, which was not originally requested from the Fire Marshall has been sent over awaiting his response in regards to the bathrooms.
6. Reserve accounts- We have \$479,000.00 in reserves and I would like to break it out and designate \$160K For Repair and Replace, \$240K for Capital Improvements and the remainder put into a 12 month CD. Below are the current rates
7. The punch list for the pools is being knocked out. Cracks were worked on yesterday and Cole is waiting for light covers with security screws to come in so he can put them in place.
8. Board binders are ready as well

COMPETITIVE CD RATES FOR OUR CLIENTS!

Certificate Account Products	Balance ^d	Rate	APY
60 MONTH CD ^e	\$5,000.00	1.70%	1.71%
48 MONTH CD ^e	\$5,000.00	1.60%	1.61%
36 MONTH CD ^e	\$5,000.00	1.35%	1.36%
24 MONTH CD ^e	\$5,000.00	1.05%	1.06%
12 MONTH CD ^e	\$5,000.00	1.00%	1.00%
9 MONTH CD ^e	\$5,000.00	0.90%	0.90%
6 MONTH CD ^e	\$5,000.00	0.80%	0.80%
3 MONTH CD ^e	\$5,000.00	0.75%	0.75%
30 DAY CD ^e	\$5,000.00	0.60%	0.60%

5 day notice responses

Re: 5 Day notice



Jamie Esquivel <jamiejconst@aol.com>

Wed 5/16, 1:32 PM

Mike Hunsucker ↗

Reply

Jamie Esquivel

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

We should be done by Friday or Monday

On May 16, 2018, at 1:19 PM, Mike Hunsucker <MHunsucker@spectrumam.com> wrote:**Jamie,**

This is a 5 day notice in reference to the weed eating along the main roads. Please respond with a time frame of repair.

Mike Hunsucker

Community Manager

<http://www.spectrumam.com/email-sigs/2016/phone-icon.png210-494-0659>

SpectrumAM

<http://www.spectrumam.com/email-sigs/2016/website-icon.png> [SpectrumAM.com](http://www.spectrumam.com)

Re: 5 Day notice



Jamie Esquivel <jamiejconst@aol.com>

Wed 5/16, 1:32 PM

Mike Hunsucker ↗

Reply

Jamie Esquivel

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

The easements have been mowed

On May 16, 2018, at 1:20 PM, Mike Hunsucker <MHunsucker@spectrumam.com> wrote:**Jamie,**

This is a 5 day notice in reference to the completion of the mowing in the easements. Please respond with a date of completion.

Mike Hunsucker

Community Manager

<http://www.spectrumam.com/email-sigs/2016/phone-icon.png210-494-0659>

SpectrumAM

<http://www.spectrumam.com/email-sigs/2016/website-icon.png> [SpectrumAM.com](http://www.spectrumam.com)

Re: 5 day notice



Jamie Esquivel <jamiejconst@aol.com>

Wed 5/16, 1:50 PM

Mike Hunsucker ↵

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

Necessary items need ed for this repair has been requested to parks director,

On May 16, 2018, at 12:46 PM, Mike Hunsucker <MHunsucker@spectrumam.com> wrote:

Jamie,

This email is notify of a 5 Day notice in reference to the Bathroom sinks. Please respond with a date of repair.

Mike Hunsucker

Community Manager

<http://www.spectrumam.com/email-sigs/2016/phone-icon.png210-494-0659>

SpectrumAM

<http://www.spectrumam.com/email-sigs/2016/website-icon.png> [SpectrumAM.com](http://www.spectrumam.com)

<Sink May 14.jpg>

Re: 5 Day notice



Jamie Esquivel <jamiejconst@aol.com>

Wed 5/16, 1:55 PM

Mike Hunsucker ↵

Reply

Jamie Esquivel

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

Monument lights have been stolen as you know and we need to build cages to prevent In The future also I'm sure you have to order new lights so I believe this should come together in about two months

On May 16, 2018, at 12:59 PM, Mike Hunsucker <MHunsucker@spectrumam.com> wrote:

Jamie,

This email is notify of a 5 Day notice in reference to the Monument lights, mulch turnover, landscaping. Please respond with a date of repair.

Mike Hunsucker

Community Manager

<http://www.spectrumam.com/email-sigs/2016/phone-icon.png210-494-0659>

SpectrumAM

<http://www.spectrumam.com/email-sigs/2016/website-icon.png> [SpectrumAM.com](http://www.spectrumam.com)

Re: 5 Day Notice



Jamie Esquivel <jamiejconst@aol.com>
Wed 5/16, 1:59 PM
Mike Hunsucker

Reply

Jamie Esquivel

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.

To always show content from this sender, click here.

Pits have been cleaned out as of Tuesday

On May 16, 2018, at 12:44 PM, Mike Hunsucker <MHunsucker@spectrumam.com> wrote:

This email is notify of a 5 Day notice in reference to the BBQ pits. Please respond with a date of repair.

Activities

Teeball and Basket ball are underway and started this week.

TeeBall has 61 players

Basketball has 24 players

Fall Soccer and Fall Flag Football Registration is open and already receiving registrants

Collecting some information on interest for an adult 3v3 Basketball league

Resurfaced and compressed the ball field and reanchored the bases

Next week we will start to add topdressing on the soccer fields in efforts to re seed and improve the look of them

We have made \$30,520.00 so far this year in youth sports

Standards information is attached

If you all need anything else please let me know. I have attached the only committee report that I received.

Mike Hunsucker

Community Manager

<http://www.spectrumam.com/email-sigs/2016/phone-icon.png> 210-494-0659 |

<http://www.spectrumam.com/email-sigs/2016/website-icon.png> [SpectrumAM.com](http://www.spectrumam.com)

SpectrumAM

4/2/2018

Receipt No: 1014

To

Robert Hales

Ship To

Pick up

Instructions

Pick Up at Office

Quantity	Description	Unit Price	Total
1	2014 Club Car President	\$3,200.00	\$3,200.00
1	2016 Yamaha Golf Cart	\$2,000.00	\$2,000.00
Subtotal			\$5,200.00
Sales Tax			
Shipping & Handling			
Total Paid			\$5,200.00

Thank you for your business!

Villages of Westcreek

12395 Military Drive West
San Antonio, TX 78253



Villages of Westcreek Owners Association

VWOA Communications Committee Meeting Minutes

May 7, 2018

In attendance

Chairman Francis Lomax, Bill Fenstermacher, Barbara Hopkins, Gene Hopkins, Joyce Oliver, Guy Oliver, Coral Fathy

Board Members: Richard Gentry, Judi Cannon

Excused Absence: Michelle de Jongh

The meeting was called to order by Francis Lomax at 10:01 AM.

Review/Approve Previous Minutes

The minutes from the April meeting were approved electronically by the committee members prior to this meeting. There are no additional changes.

Guidance from Board of Directors

Mr. Gentry gave us some guidance from the Board of Directors:

1. He indicated that Judi Cannon would be our liaison with Board. He indicated that if she could not attend our monthly meeting, they would try to have another Board member attend our meeting.
2. The Board talked with Bill Fenstermacher last week and they are giving the monthly newsletter back to the Communications Committee to publish. Bill is also training the staff on how to update the calendars on the website. Mr. Gentry stressed that it is important to make sure that we are not only good at what we do, but **great at what we do**.
3. The website update may occur after we get the newsletter procedures established.

Old Business

Update on Review Process

Since the Communications Committee is no longer reviewing the items being published by the staff, this item is now closed. (CLOSED).

Review Status of Website

See Item #3 in the "Guidance from Board of Directors" above. (OPEN).

Welcome Packets

Bill Fenstermacher provided the latest version of the welcome packet to review. He suggested that if the Board could review it (with special emphasis on the *Amenities* section) he could produce a copy to be available for discussion at the next Board meeting. The idea is to create a PDF version of it that can be printed on a single large sheet of paper which when folded produces four (4) pages of content. This style might be useful for our other products such as the newsletter.

VWOA Communications Committee Meeting Minutes

May 7, 2018

New Business

Newsletter

Reference item #2 from "Guidance from Board of Directors" above: The committee discussed several ideas for the newsletter. Mr. Fenstermacher had several good ideas concerning interesting articles for it. He also wants to make sure we give credit to the sources for the articles. In order to have time to setup the "Branding" and preparation for the newsletter, the Communications Committee recommends that the Board have the Community Manager continue to produce the June newsletter as it is currently done and that the Communications Committee produce the new version for July.

Website

1. Mr. Fenstermacher explained the training that he has been providing the staff concerning support for the website. He noted that they are currently using only one login for maintaining it. He recommended that they establish separate logins for each staff member. Thus, the Communications Committee recommends that the Board have them establish individual logins with appropriate access roles for each staff member.
2. Mr. Fenstermacher also explained the issues with finding Board minutes on the website. He explained how using a standardized naming convention makes it so much easier to locate specific minutes. Thus, the Communications Committee recommends that the Board of Directors require a standardized naming convention for the Board Minutes to be used on the website.

VWOA Committee Minutes

Mr. Fenstermacher made the following recommendation; it was seconded by Mrs. Hopkins, and approved by the committee: The Communications Committee recommends that the Board of Directors require that all future VWOA Committee Minutes be signed by Chairman of the Committee (or whoever conducts the meeting) and the Secretary of the Committee (or whoever documents the minutes) after they are approved.

Communications Committee Chairman

The Communications Committee chose Bill Fenstermacher to be Chairman of the committee. Thus, the Communications Committee recommends that the Board of Directors approve Mr. Fenstermacher as Chairman of the VWOA Communications Committee.

Adjournment

Mr. Fenstermacher motioned to adjourn at 10:56 AM. Coral Fathy seconded. All present were in favor. Meeting adjourned. Next meeting will be on June 4, 2018.

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

Jamiejconst@aol.com

April Maintenance Report

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.

Mowing:

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

Land:

- * Daily trash pick-up and inspection of property for hazards.
- * Worked on staining and replacing toe boards throughout the subdivision.
- * We have been spraying weeds as Needed.

Park:

- * Mowing all needed areas and along the creek.
- * Addressing vandalism. When applicable
- * Blowing rocks in tot lot and tennis, basketball courts on a Daily Bases
- * Blowing tot lot and raking under swings to level mulch material On a daily basis
- * check all trash cans Also checking BBQ pits and empty in park.

Community Center:

- * Maintain the centers exterior grounds.
- * Pruning some trees and shrubs.
- * Helping with pool prep and additional landscaping .
- * Painted new built gates at Pool entrances, and dug out and installed pvc lines for lock wiring.

**VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE
REPORT FOR THE BOARD OF DIRECTORS---5/17/18**

Meetings held on: 4/10/18 4/17/18 4/24/18 5/1/18 5/8/18

Applications reviewed: 35---Approved 6---Disapproved

The 6 disapprovals are for:

- 1---Driveway extension too wide. (Resubmitted and approved)
- 1---Extending side fencing required additional information. (Resubmitted and approved)
- 1---Installing metal roof over patio was reflective.
- 1---Window air conditioner in front window.
- 1---Installing another gate to the one that is currently installed requires the reason for a double gate on side of dwelling.
- 1---Garden boxes in front yard is not aesthetically pleasing.

The 35 approvals were for:

- 9---Xeriscaping/landscaping the yards.
- 4---Installing Solar Panels on dwelling's roof.
- 2---Storage sheds in back yard
- 2---Repainting the dwelling.
- 2---Extend patio slab in back yard.
- 2---Swimming pools in back yard (1 above ground and 1 inground).
- 2---Installing walkways in front yard.
- 2---Installing cedar decks in back yard.
- 1---Installing solar screens on windows.
- 1---Installing sprinkler system in front and back yard.
- 1---Extending driveway width.
- 1---Installing a walkway in front of dwelling.
- 1---Extending side fencing.

1---Installing new fencing.

1---Installing storm door at front entrance.

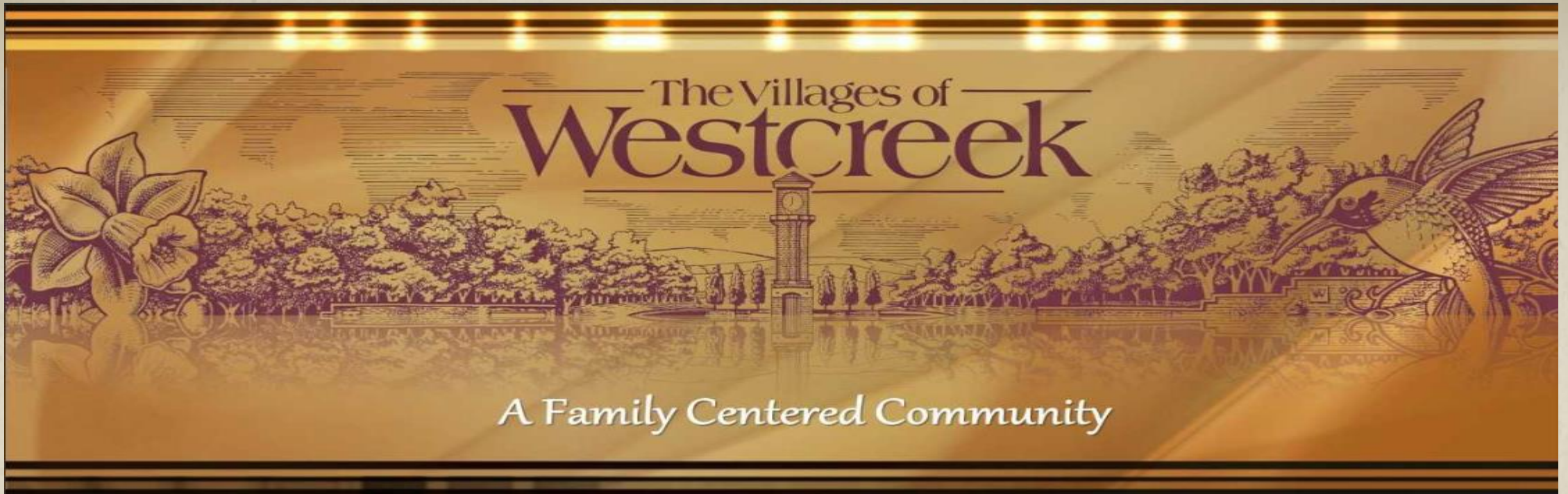
1---Planting a tree in back yard.

1---Installing concrete slab with wooden porch in back yard.

1---Installing concrete patio with enclosed room behind the dwelling.

Gene Hopkins

Chair, Architectural Review Committee



BOARD OF DIRECTORS MEETING
VWOA COMMUNITY CENTER
MAY 24, 2018
7PM

Call to Order-7:00 PM

Pledge of Allegiance

Oath of Office

New Board Members please rise.

Officer responsibilities

Secretary

The Secretary shall record all the votes and keep all the minutes of the meeting of the Board of Directors and the minutes of all meetings of the Association; he shall have charge of such books and papers as the Board of Directors may direct; and he shall, in general, perform all the duties incident to the office of Secretary as are provided in the Declaration and the Bylaws. The Secretary shall compile and keep up to date at the principal office of the Association, a complete list of Members and their last known addresses as shown on the records of the Association. Such list shall be open to inspection by Members and other persons lawfully entitled to inspect the same at reasonable times during regular business hours.

Minutes

Approval of March Minutes

Department Reports

Community Manager

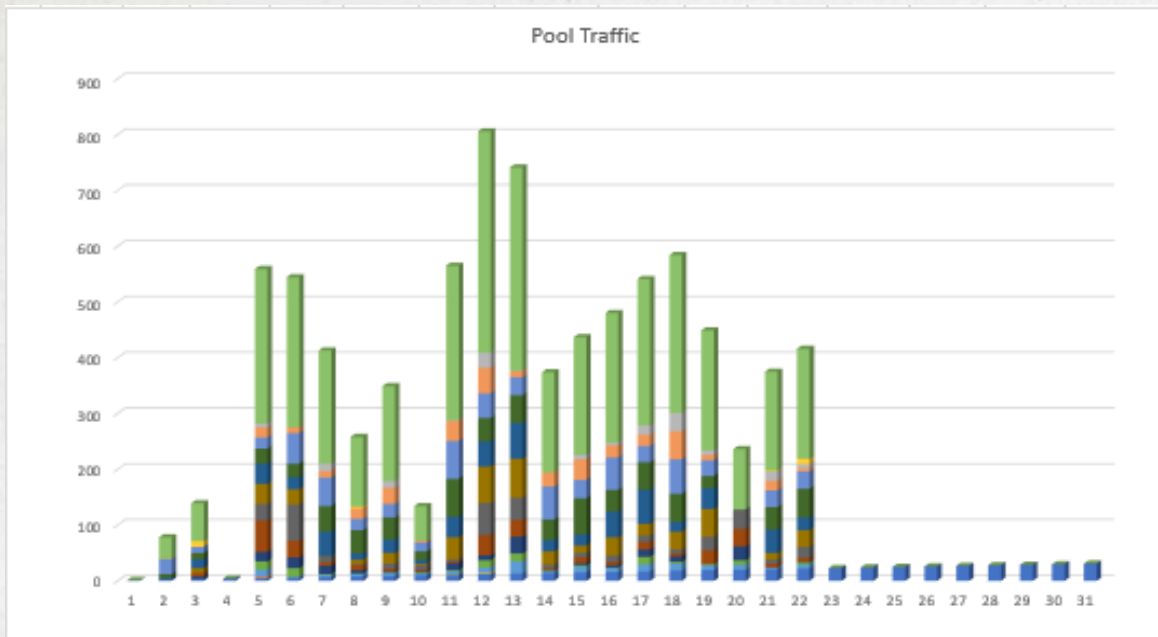
A. I spoke with the engineer again about the clock tower and he is hopeful to get the work started next week.

B. Still no answer on the speed bumps

C. The electrical plan, which was not originally requested from the Fire Marshall has been sent over awaiting his response regarding the bathrooms.

D. Met with the playground company and they are going to be getting me numbers on the repairs to the Pour in Place at the tot lot.

Administrative Department



Visitors to date-

4320!!!!



Administrative Department

	Operating	Reserve	Total
Assets			
Current Assets			
Chase Checking 5761	\$18.95	\$0.00	\$18.95
Chase Checking 5753	\$116,663.53	\$0.00	\$116,663.53
Chase Savings 6278	\$1.44	\$0.00	\$1.44
Chase CD #9989 .35% 7/8/18	\$2,704.71	\$0.00	\$2,704.71
Mutual of Omaha Reserve 1119	\$0.00	\$6.79	\$6.79
Mutual of Omaha Capital Improvement	\$13.47	\$0.00	\$13.47
Alliance Money Market #8873733196	\$0.00	\$305,158.91	\$305,158.91
FCB Bank Operating	\$24,624.21	\$0.00	\$24,624.21
FCB Debit Card	\$227.89	\$0.00	\$227.89
FCB Sports Account	\$7,465.83	\$0.00	\$7,465.83
FCB MM Rep. and Replacement	\$0.00	\$1,801.28	\$1,801.28
Green Bank Operating	\$24,384.39	\$0.00	\$24,384.39
Green Bank MM Rep & Replacement	\$0.00	\$0.24	\$0.24
Green Bank Capital Improvement MM	\$11.97	\$0.00	\$11.97
Green Bank Sports Account	\$0.00	\$14,507.24	\$14,507.24
Pacific Premier Money Market	\$0.00	\$158,130.88	\$158,130.88
Petty Cash	\$398.22	\$0.00	\$398.22
Total: Current Assets	\$176,514.61	\$479,605.34	\$656,119.95

Administrative Fees 2017	\$21,476.42
Administrative Fees 2018	\$16,150.48
Balance forward Assessments 2016	\$12,127.47
Balance forward Late Fee 2016	\$1,061.06
Balance Forward Other 2016	\$10,128.21
Escalated Administrative Fee 2017	\$11,836.95
Escalated Administrative Fee 2018	\$4,918.69
Forced Maintenance 2017	\$950.11
Forced Maintenance 2018	\$2,796.57
Hand Delivered Notice Prep 2017	\$6,268.79
Hand Delivered Notice Prep 2018	\$5,889.30
HOA Assessment (Delinquent Interest) 2016	\$846.54
HOA Assessment (Delinquent Interest) 2017	\$4,141.03
HOA Assessment (Delinquent Interest) 2018	\$703.07
HOA Assessment 2016	\$4,278.96
HOA Assessment 2017	\$29,116.34
HOA Assessment 2018	\$97,260.95
Legal Fees 2016	\$2,578.93
Legal Fees 2017	\$12,872.87
Legal Fees 2018	\$7,478.61
Legal Processing Fee 2017	\$4,091.52
NSF Fee 2017	\$75.00
NSF Fee 2018	\$118.16
Statutory Notice Fee 2017	\$1,496.00
AR Total:	\$258,662.03

Community Activities

T-ball and Basketball are underway and started this week.

T-ball has 61 players, Basketball has 24 players

Fall Soccer and Fall Flag Football Registration is open and already receiving registrants

Collecting some information on interest for an adult 3v3 Basketball league.

\$32,040.00.00 in athlete registrations so far this year in youth sports.



Program	Type	Sport	Activity Start	Invoiced	Paid	Outstanding	Paid Invoices	Partial Invoices	Unpaid Invoices	Players	Free Agents	Staff	Teams
2018 Spring Soccer	League	Soccer	2/19/2018	\$ 20,745.00	\$ 20,745.00	\$ -	345	0	0	345	0	47	29
2018 Spring T-Ball	League	Baseball/Softball/Tball	5/21/2018	\$ 4,100.00	\$ 3,970.00	\$ 130.00	61	0	2	63	2	9	6
2018 Flag Football Winter Event	League	Flag Football	1/1/2018	\$ 3,865.00	\$ 3,865.00	\$ -	63	0	0	62	0	14	7
2018 Spring Basketball	League	Basketball	5/14/2018	\$ 1,605.00	\$ 1,605.00	\$ -	23	0	0	23	0	9	6
2018 Fall Soccer	League	Soccer	8/6/2018	\$ 1,380.00	\$ 540.00	\$ 840.00	9	0	14	23	23	3	30
2018 Flag Football Fall Season	League	Flag Football	10/22/2018	\$ 345.00	\$ -	\$ 345.00	0	0	7	7	7	0	0
Total				\$ 32,040.00	\$ 30,725.00								



Maintenance Department

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.

Mowing:

Mow all needed areas, and trim along fence lines and curbs. Keep weeds down as necessary.
Spraying herbicide for weeds to include along fence lines on major roadways.
Spraying rock areas for weeds. When needed.

Land:

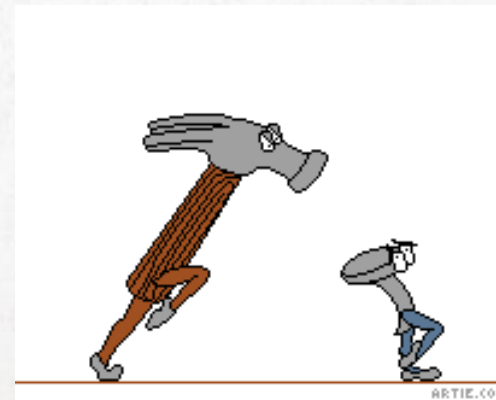
Daily trash pick-up and inspection of property for hazards.
Worked on staining and replacing toe boards throughout the subdivision.
We have been spraying weeds as Needed.

Park:

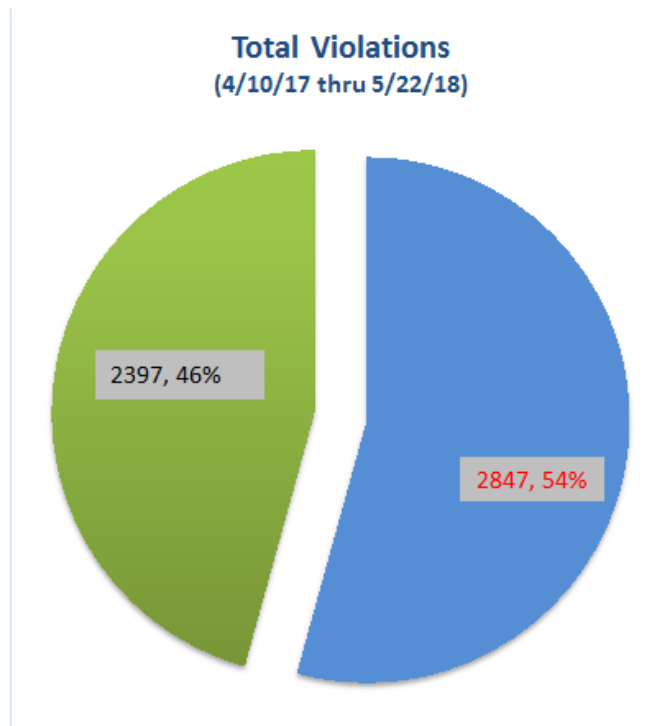
Mowing all needed areas and along the creek.
Blowing rocks in tot lot and tennis, basketball courts on a Daily Bases.
Blowing tot lot and raking under swings to level mulch material On a daily basis.
check all trash cans Also checking BBQ pits and empty in park.

Community Center:

Maintain the centers exterior grounds.
Dug out and installed pvc lines for lock wiring.



Standards Department



All Others -

Grass/Weeds –
43%

Fences – 1%

Misc. – 2%

Trash Cans

PIA Summary

21 PIA submissions

18 approved and 3 denials

Committee reports

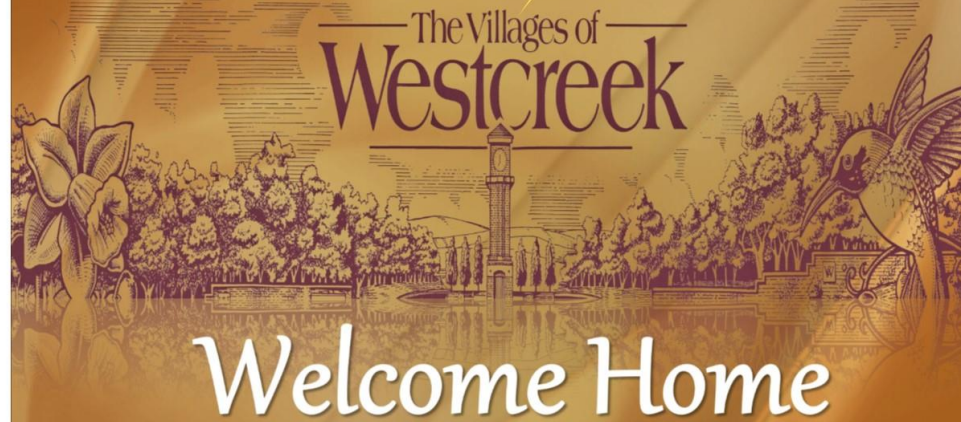
Communications-Francis Lomax

ARC-Gene Hopkins

Sports Park- Heather Mallia



A FAMILY CENTERED COMMUNITY



12395 Military Drive West
San Antonio, TX 78253
Phone 210-679-8761
Fax 210-679-0040

Public website: www.villagesofwestcreek.com

Private website: <https://spectrumam.com/>

Facebook: <https://www.facebook.com/VWOA2017/>



Established 1987



ENJOY OUR AMENITIES

Our community has many amenities for our residents to enjoy, including a 20 acre Sports Park and a Community Center. The Sports Park is home to a junior Olympic size swimming pool, one full size basketball court and one kiddie size basketball court in the Tot Lot, two tennis courts, playground, football/soccer/T-ball field, a walking trail, sand volleyball court, a large covered pavilion plus picnic tables and grills. At the Community Center you will find a second junior Olympic size pool, 8,000 sq ft dog park, horseshoe pits and a 1/2 mile walking trail. Drop by the Community Center to obtain your "Amenities Access" cards.

COMMUNITY ACTIVITIES

Our Community Activities Department offers a wide range of activities such as: an active Sports Program for the kids, Fitness and Dance Classes, Movies in the Park, Santa in the Park, Casino Night, Swim Lessons, Easter Egg Hunt, Christmas Lighting Contest, and Community Festivals to name just a few!

WELCOME HOME

The Villages of Westcreek Owners' Association (VWOA) wishes to extend our warmest welcome to you and your family for deciding to make our community your home.

When you purchased your home in The Villages of Westcreek, you AUTOMATICALLY became a member of The Villages of Westcreek Owners' Association. As a member of the Association you are entitled to some BASIC RIGHTS (enjoyment of common properties and facilities and voting on issues affecting the property) plus some BASIC OBLIGATIONS (payment of assessments and conformity to the provisions outlined in our governing documents: i.e., The Declaration of Covenants, Conditions and Restrictions, By-laws, Standards, Rules and Regulations, etc.).

PURPOSE OF THE ASSOCIATION

The purpose of the Association is to administer the basic functions needed to efficiently preserve the value and amenities within the community. In general we have the power and duty:

- To provide maintenance services to the properties which it owns or administers.
- To protect the investment and enhance the value of the property owned by its members.
- To provide an efficient mechanism for numerous people with diverse interests, backgrounds, and living habits to live in a proximity and to share common possessions with a minimum of inconvenience and loss of personal rights.
- To provide the environment within which social contacts between neighbors can develop spontaneously.

MANAGEMENT

Spectrum Association Management has been contracted to handle the day-to-day operations of the Association. The Community Manager is the liaison between the Board and the individual owners in matters of Association operations and should be contacted if you have any questions or concerns.

You can contact the Community Manager by calling 210-679-8761 or by email at CM@villagesofwestcreek.com.

If you're looking for detailed general information about our community, you can visit our public website at www.villagesofwestcreek.com.

BOARD OF DIRECTORS

The community is governed by the Villages of Westcreek Owners' Association, led by a Board of Directors. The Board conducts VWOA business on behalf of the members using, as basic guidance, the Declaration of Covenants, Conditions and Restrictions (CC&Rs), Bylaws, Standards and various Resolutions.



ASSESSMENTS

You will be paying quarterly installments of an annual assessment for administrative, financial and maintenance services, employees and the eventual replacement of improvements. The assessments pay for things like maintenance and operation of the common areas and greenbelts, insurance, copies, postage for billing, management and other things you may not see but are necessary costs for running a community this size.

Your quarterly assessments are due on January 1st, April 1st, July 1st and October 1st of each year.

You can make payments as follows:

- In person at the Community Center
- By U.S. Mail
- Online at <https://spectrumam.com/>
- Pay by phone 1-877-342-6233
- Bill Pay set up through your bank

Visit our website at www.villagesofwestcreek.com for more details!





Volunteers are a key component to the success of our community. The volunteer experience can be rewarding by knowing that your efforts really make a difference.

When you share your expertise and talents with the community, whether it is serving on the Board, serving on one of the committees or volunteering with one of the many activities, you help strengthen the HOA from within. Also, by volunteering you help us keep costs down, which enables us to do much more for our members. Our Volunteers are the “heartbeat” of The Villages of Westcreek.

To learn about volunteer opportunities and how you can make a difference in our community contact the office at 210-679-8761.



Access your personal Homeowner Portal at <https://spectrumam.com/>. By doing so, you will gain access to not only your personal property account but also our governing documents, financial

statements, annual budget, meeting minutes and email updates about your community.

By creating an account, you can pay your VWOA Assessments by credit card or e-check.

Deed Restrictions

WHY WE NEED THEM

Deed restrictions have been successful in many residential and mixed-use developments. These protective covenants are the basis for ensuring a quality environment as well as assisting residents in maintaining the property values. Deed restrictions cover things such as: allowed land uses, setbacks, utility easements, materials, colors, etc. to be used plus the procedures for dealing with non-compliance. Generally, their purpose is to: 1) preserve, so far as possible, the natural beauty of the properties; 2) avoid harsh contrasts between structures and landscape; 3) guard against the use of unsuitable materials and the erection of poorly designed or proportioned structures; 4) encourage and secure the erection of attractive improvements that are harmonious and compatible with their sites; and, 5) enhance and maintain the environmental quality and economic value of the Homeowner's property.

Contact our Standards Department if you have any questions on any of our Deed Restrictions and Standards.

CONTACTS AND OFFICE HOURS

IMPORTANT PHONE NUMBERS

- Office Phone: 210-679-8761
- After Hours Emergency Number: 210-494-0659
- Fax: 210-679-0040
- Information Line: 210-679-7241

IMPORTANT EMAIL ADDRESSES

- Board of Directors: BOARD@villagesofwestcreek.com
- Community Manager: CM@villagesofwestcreek.com
- Office Manager: OFFICEMANAGER@villagesofwestcreek.com
- Community Activities Department: ACTIVITIES@villagesofwestcreek.com
- Standards Department: STANDARDS@villagesofwestcreek.com

OFFICE HOURS

- Monday 9:00 am – 6:00 pm
- Tuesday 9:00 am – 6:00 pm
- Wednesday 9:00 am – 6:00 pm
- Thursday 9:00 am – 6:00 pm
- Friday 9:00 am – 6:00 pm

NOTE: The Office is open on the 2nd Saturday each month from 9:00 am – 1:00 pm

New Business

1. Security patrols around the HOA
2. Pool rules revision
3. Gate guards at pools
4. Creation of the SARC

Unfinished Business

Restrooms for Sports Park-OPEN

Sent electrical layout over and waiting on approval .

Speed Bumps on Sage Run-OPEN

Still no answer on installation date.

Executive Session

1. Pool rules and security
2. Met with Spectrum executives for Q&A

Adjournment (9:00)

Thank you for attending

Next meeting:

ANNUAL MEETING

June 21, 2018

7PM @ Community Center