

REGULAR BOARD OF DIRECTORS MEETING

AGENDA

Thursday, 7 p.m.,

April 14, 2011

Community Center

1. **Call to order.**
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. Strategic Planning Committee
 - 1) Monuments upgrades plans and cost estimates
 - 2) Major fence project plans and cost estimates
 - 3) Lighting options and cost estimates
5. **Unfinished Business.**
 - a. Ad Hoc Pool Committee proposal for 2011 (Kevin Drummonds)
 - 1) Electronic gates/key cards – proposal submitted/looking for additional bids – Tabled.
 - 2) Electronic Gate for park – Tabled.
 - 3) Gate guard/Deputy change to Facility Monitor's – Tabled.
 - b. Park proposal for 2011 (Rick Severs)
 - 1) Purchase/Lease a trailer or build new building in the Park & move Rec Dept to Park – tabled
 - 2) Combine several positions (i.e., pavilion monitor/Deputies) into Park monitor - tabled
 - c. The Gardens, ownership of street and traffic congestion issues
6. **New Business.**
 - a. Greenbelt Wildfire Plan
 - b. _____
 - 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 7:00 p.m., Thursday, April 14th, 2011. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Meeting minutes for the March Regular Monthly Meeting (dated March 17, 2011) were reviewed and approved by a vote of 4/0. Alan Foss was not present until after the vote was taken.

Board Members Present:

John Steele, President	Judi Cannon, Treasurer
Kevin Drummonds, Secretary	Rick Severs, Asst. Secretary
Alan Foss, Vice President	

Board Members Absent: None.

Staff Present:

Brenda Tate, Community Manager	Freddie Gavia, Maintenance Superintendent
Oswald Willis, Asst. Community Manager	Ken Lemanski, Standards Superintendent

Members Present:

Julio Aguilera	Bill Fenstermacher	Tommy Richbourg	John Parson
Michele Bekhor	Eva Vasquez	Gene & Barb Hopkins	Richard Gentry
Eloise Forge	Scott Guzik		

II. OPEN FORUM:

Mr. Steele opened the Member's forum. No Members made a request to speak.

III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: A written report was provided and is attached to these minutes. Mrs. Harston was not present, but Mrs. Tate briefed on the status of the programs and events, specifically the annual meeting, annual picnic and CPR classes, which will cost \$75 each for approximately 20 individuals. Additionally, she answered a question from Mr. Severs about warranty on the pool chairs, which was defined as 10-years. **CLOSED.**
- b. Maintenance Department: A written report was provided and is attached to these minutes. Mr. Gavia also provided a report on the graffiti encountered thus far this year and briefed on the status of the fence staining, tree challenge, and Sports Park pool deck project. He described some issues with equipment, including a chainsaw and tires for the truck. Finally, he discussed future projects. A question was raised on the priority of these projects, specifically painting fences and the parking lot lines at the Community Center. It was discussed and agreed that the Westcreek View, monument fences and then along Grosenbacher would be done in that order, with painting the lines in the parking lot last. **CLOSED.**
- c. Standards Department: A written report was provided and is attached to these minutes. There were no questions; however, there was some discussion on the decrease of verbal courtesy notices despite an increase of 90 notices for March. Mr. Lemanski explained that the reason may be that Homeowners avoid this contact or that they are just not home. The Board reiterated their desire to have the Standards Monitor's make every effort to make these contacts. Mr. Lemanski responded to a question from Mr. Severs about the number of yard sale permits and stated that there were 32 permits in March. Also, the barricade at the end of Westcreek Oaks Drive was installed on the 31st. He added that Bexar County provided the paint and the labor (13 Juvenile probationers and two supervisors) to paint the bridge near the Sports Park (graffiti clean-up). **CLOSED.**
- d. Community Management Department: Mrs. Tate provided a written report and is attached to these minutes. She reported on the overdue assessments (\$71,352.76) and the insurance refund check for \$1,352 on our liability insurance (actual versus quoted). She also stated the VWOA is hiring two groundskeepers for the summer season and have started hiring lifeguards and gate guards. **CLOSED.**

- e. Architectural Review Committee. Mr. John Parson briefed that a total of 37 PIA submissions were received with 30 being approved and 7 disapproved. Disapproval was due to lack of information or other issues. Mr. Parson stated that 80 PIAs had been submitted for the first quarter with 69 approved and 11 disapproved. This number included 4 or 5 that had been resubmitted with additional information and approved. Mr. Steele requested the ARC put an article in the newsletter on how Homeowners may get a copy of their plat. **CLOSED.**
- f. Finance Committee: Mrs. Cannon provided written financial statements and briefed that we were doing well and running under budget. **CLOSED.**
- g. Landscaping Committee. No action taken this month. **TABLED.**
- h. Election Committee. Mrs. Cannon briefed that the meet-the-candidates meeting occurred on 20 March, but turn-out was disappointingly low. All preparations have been made for the elections at the annual meeting. Thus far, only three candidates have declared for the two positions on the Board. **CLOSED.**
- i. Communications Committee. A written report was provided and is attached to these minutes. Mr. Lemanski briefed on the progress of the Committee. He stated that the constant contact list now stands at 1027 Members. Additionally, the committee made several recommendations, including converting the Centex sign to a sign with community messages, purchasing 10 portable signs to help increase the constant contact list, and to publish "This Week in Westcreek" on Monday's of each week. The Board briefly discussed these initiatives and agreed that the weekly email could be done. The signs were not discussed further. **OPEN.**
- j. Public Safety Committee. Mr. David Daniels was not present. No report was provided. A discussion took place on the issue of parking cars in driveways versus on the street. This issue will continue to exist as there is no law against parking on the street, but there is a law about parking across/on sidewalks on public streets. **CLOSED.**
- k. Ad Hoc Pool Committee: Nothing discussed. **CLOSED.**
- l. Ad Hoc By-Law and Administrative Resolution Review Committee: Nothing discussed. **CLOSED.**
- m. Strategic Planning Committee: Mr. Severs provided a status of the committee. The committee met on April 5th; however, no minutes were available to turn in at this Board meeting. Mr. Severs asked that three slides be incorporated into the status of the community slide show. Mr. Steele stated this had already been included in the briefing. The committee is still looking to obtain firm estimates for things that are within the 1-2 year time frame and rough estimates for anything 3 years out. The estimates will be gathered before submission of their recommendations to the Board. There is no time frame for submission of the plan. **OPEN.**

III. UNFINISHED BUSINESS:

- a. Ad Hoc Pool Committee proposals for 2011:
 - 1) Electronic Gates/key cards. Mr. Drummonds briefed on the status of this initiative. He and Mr. Severs had drafted a rough specification document and had made an attempt to get cost estimates from other sources. To date, only the one estimate had been received. **OPEN.**
 - 2) Electronic Gate for Sports Park. Nothing to discuss. **TABLED.**
 - 3) Gate Guards/Deputy change to Facility Monitor's. Dependent upon electronic gates/key cards. **TABLED.**
- b. Park Proposal. No discussion at this meeting. **OPEN.**
- c. Gardens Streets. Mr. Steele briefed on the status of ownership of the streets, widening of the street, and having the streets accepted by the County. As a result of the legal action and subsequent arbitration decision, the Developer was to take the gate down and attempt to turn the streets over to the County. If the County would not take the streets, the VWOA would then assume ownership. Unfortunately, that is what happened and now the VWOA owns those streets. Mr. Steele was contacted by the Geronimo Village Fire Department about making one side of the street a fire lane as the street is not wide enough for fire suppression vehicles when cars are parked on both sides. Mr. Steele will continue to investigate this issue. **OPEN.**

V. NEW BUSINESS:

- a. Greenbelt Wildfire Plan. Mr. Severs stated that he heard concerns from several Homeowners about the issue of vegetation from Homeowners property. He contacted Mr. Lemanski, who emailed the Texas Forestry

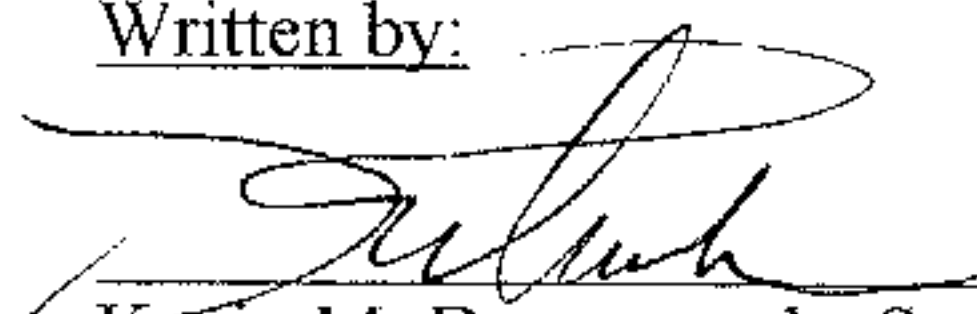
Service and received an immediate response. However, the full response was tasked to someone who has not yet responded. Mr. Severs is experienced in this area and discussed some of the issues we face, such as in the case of a dry front (from several directions), an ignition, and winds. He provided some of the results. These are issues that he intends to bring up to the Forestry Service representative when the meeting occurs. Mr. Steele suggested we bring this issue up to the County Commissioner when he is here next week at the annual meeting. Mr. Foss stated that we should take immediate action and look into this matter. Mr. Severs said he believed we were on the right track and that we should request our Homeowners refrain from throwing trash over their fences into a greenbelt. **OPEN.**

- b. City Public Service easement behind Galm Elementary. A concerned Homeowner asked if something could be done about the vegetation in this easement as they were experiencing problems with unwanted wildlife (specifically rattlesnakes and opossums) on their property. Mr. Lemanski stated he would contact CPS to see what could be done; however, it was noted that they typically only mow twice a year. Additionally, the Homeowners were told that the County should be contacted and they would take care of any wild animals or snakes. **OPEN.**
- c. Summer School. Scott Guzik and a group of fellow Teachers asked the Board to consider an option to allow a group of independent teachers to provide a summer school program for children at the Community Center. They offered \$1000 per month for two months. The program would be for five days a week, between the hours of 7:30 am to 12:00 pm, and would cost each student \$85 a week. The class size would be 30 students (10 to 1 ratio of student to teacher) and they would use half of the main room of the Community Center. Mr. Steele made a motion to allow the summer school program in one-half of the large meeting room of the Community Center. The motion was seconded and passed by a 5/0 vote. The Community Manager will work out the details with the group. **CLOSED.**
- d. Six-hour Fishing University Course/Seminar. A Homeowner, Darryl Williams, proposed that the VWOA allow him and a few of his associates to conduct a free fishing seminar at the Community Center on July the 10th, 2011, from 7:30 am to 2:30 pm. He has already gotten several sponsors (e.g., Bass Pro Shops, Shipley Donuts, Academy Sports and Outdoors) to provide goodies for the participants. Six instructors would discuss fishing techniques and rod/reels. After brief discussion and hearing no objections, Mr. Steele made a motion and it was seconded to allow Mr. Williams to conduct the course/seminar. The motion was approved unanimously by the Board. **CLOSED.**
- e. Mr. Steele reminded everyone of the annual meeting and of the guests that will be attending.

VI. The Next Meeting: The next regular meeting of the Board of Directors will be held on Thursday, May 19th, 2011, at 7:00 p.m. in the Community Center.

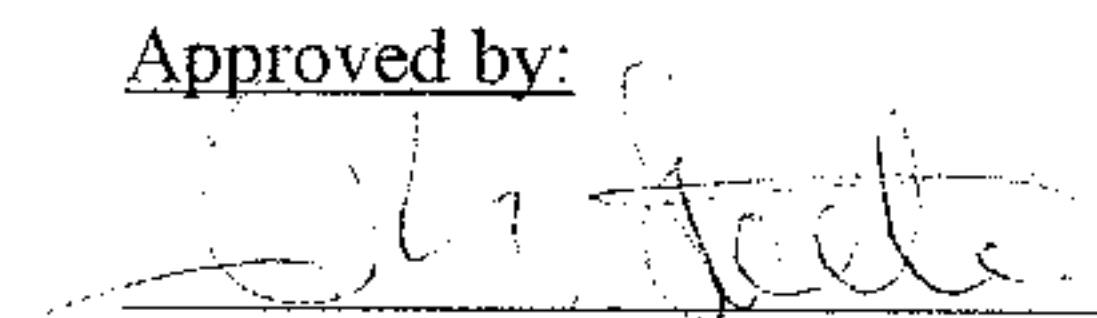
VII. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:30 p.m.

Written by:


Kevin M. Drummonds, Secretary

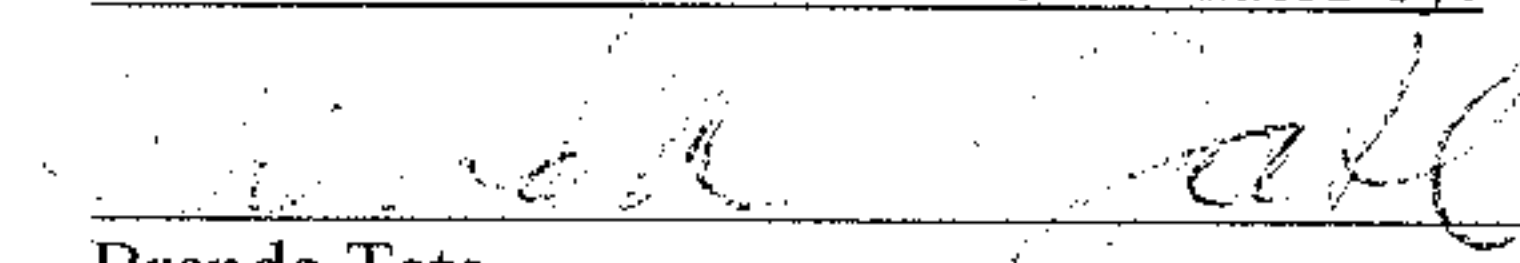
Date: 5/19/2011

Approved by:


John B. Steele, President

Date: 5/19/2011

Posted in the VWOA Book of Minutes by:


Brenda Tate
Community Manager, VWOA

Date: 5.19.11

PARKS AND RECREATION MARCH 2011 REPORT

Board of Directors Meeting – April 14, 2011

Submitted by: DeAdra Harston - Superintendent of Parks and Recreation

I. Programs/Classes

- a. **Cardio Mix/PiYo** – Monday/Wednesday nights @ 6:30 pm and Tuesday/Thursday nights @ 7:30 pm with 18 participants.
- b. **Olympic Karate** - Class running Tuesday and Thursday evenings with 16 participants.
- c. **SMASH (School of Modern Arts, Salsa & Hip-Hop)** with 56 participants.
- d. **Soccer** – Soccer Banquet and final games will take place on Saturday, April 30.
- e. **Muscle Toning** – Monday, Wednesday, Friday. With 8 participants.
- f. **Employee CPR/First Aid Class** – Lowest bid received is for \$75 per participant from Kathleen Whitten of Red Cross. It will take 2-four hour classes to complete. This will be scheduled on Monday and Tuesday night the first week of May.

II. Events

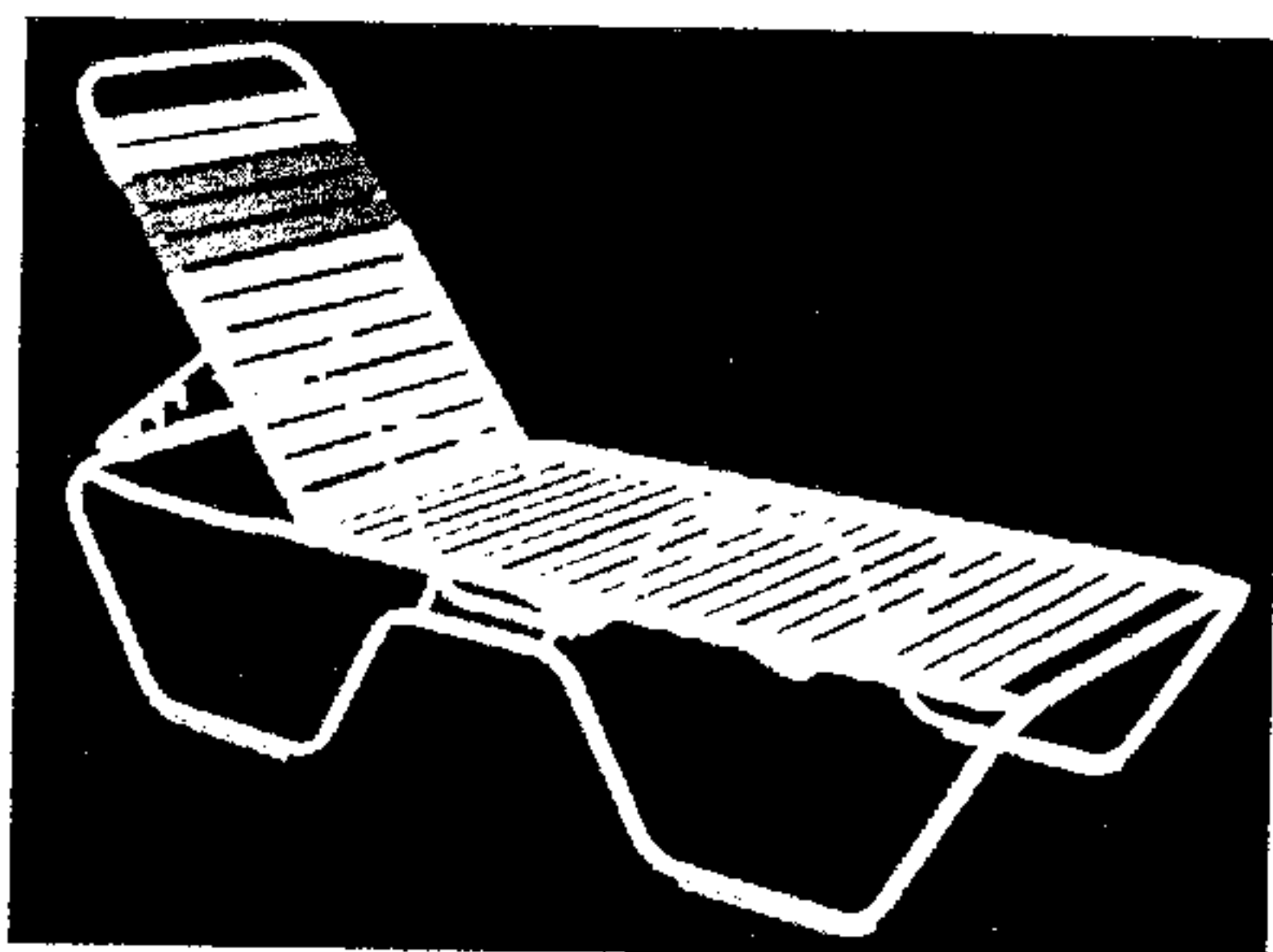
- a. **Easter Egg Hunt** – Saturday, April 16 at 9:00 am in the Park.
Marketing through constant contact, signs and the VWOA web. Volunteers filled the 10,000 Easter Eggs. Professional photographer will be available for those wishing to have pictures taken. Brennan High School and Luna students will help hide eggs.
- b. **Annual Meeting** – Thursday, April 21
Brennan High School ROTC will arrive at 6:45 pm. They will bring their flags. They will march out in front of the assembly, present the colors, and play the national anthem. After the anthem, Mr. Gene Dormus will lead the pledge and then they will march off.
- c. **Annual Picnic/Health Fair** – May 21, 2011, 11:00 am – 3:00 pm
WellMed will be conducting the following screenings: blood pressure, glucose and hearing. They will also have a doctor on site to answer member questions, meet, and greet the community. Our contact at WellMed is Alicia C. Martinez.

III. Pools

- a. **Pool Chairs** –
Chairs were ordered on Thursday, May 31, 2011, from Alumatech Manufacturing, Inc. The chairs should be here in 3 weeks, during the week of April 25.

The order is for the following: 30 chaise lounge chairs and 10 up-right chairs. The chairs are an all-white frame with all white straps. There are 3 royal blue straps in the upper back of the chairs.

- b. Aquatics Section of Website has been updated with all pertinent information:
- Important Information for Homeowners/Residents regarding Pool Usage for 2011
 - Pool Rules
 - Liability Waiver
 - Community Center and Park Pool Schedules
 - Swim Lessons
 - Water Aerobics
- c. Interviewing and hiring of Lifeguards is taking place. We are seeking experienced guards with at least two-years of experience. Individuals must possess all pertinent certifications from Red Cross, Lifeguarding, First Aid, and Professional Rescuer CPR, at time of interview.



Maintenance Department Monthly Report
March 2011
Maintenance Supervisor
Freddie Gavia

Equipment Status:

- The Poulon Pro Chainsaw-will not start—carburetor / choke problem. Will turn in for services and repairs.
- Trailer Tires: Extremely bald, steel-ply cables are visible. The tires are ST205/75D15, with a minimum of 6 plys. The quotes below include mounting, disposal, and taxes of four tires. There is no warranty for trailer tires:
 - Firestone: \$438.36
 - Discount Tire Center: \$461.90
 - Walmart: \$600.00

Projects in Progress:

- Removal of old expansion material and re-installation of new expansion material of the Sports Park Pool deck.
- Fence staining is still in progress. 28 cans used.

Completed Projects and Repairs:

- Tree Challenge: All 29 Trees from the Tree Planting in November, have bloomed.
- Removal and replacement of the breaker box at the Sports Park is complete.
- Leaf gathering throughout the park.

Future Projects:

- Installing a shower at the Community Center Pool.
- Develop cost estimate for sealing/staining the cedar around the Community Center building.
- Repainting of the lines in the Community Center parking lot.
- Add mulch to Community Center's picnic area and around the pool, Clock Tower, The Oaks, The Hills (both on Westcreek Oaks), and to the trees in the medians.
- Improve the picnic areas behind the Community Center.
- Power wash the pool decks before opening day.

STANDARDS DEPARTMENT REPORT

REPORT FOR THE VWOA BOARD OF DIRECTORS FOR THE MONTH OF MARCH 2011
Presented to the BOD on April 14 2011.
Kenneth M. Lemanski Sr., BA, CEM.
Superintendent of Standards

<u>Topics</u>	<u>ACTION AND OR NOTES</u>	<u>STATUS</u>
STANDARDS		
ARC Committee Membership	The ARC is fully staffed with five community members who volunteer their time on a weekly basis.	Closed
Property Improvement Applications	Thirty-seven (37) were approved and seven (7) were not approved for March.	Info Only
Staffing/Personnel	Fully staffed with seven (7) part time Standards Monitors.	Closed
Texas Property Code Letters	Six (6) TPC Letters were mailed. This is a decrease of eight (8) from February.	Open
Attorney Referral for Action	None for this month.	Closed
Courtesy Notices Issued	442 were issued for the month of February. This is an increase of 90 from the 352 that were issued in February.	Info Only
Verbal Courtesy Notices Given	57 for March. This is a decrease of 4 from February.	Info Only
Re-Sale Inspections	Ten (10) were completed for the month of March by the Standards Dept.	Info Only
Yard/Garage Sales	Thirty (30) residents participated in March. No problems this month.	Info Only

PROJECT MANAGEMENT

Public Safety Report	Info Only
There were several reports of tagging and graffiti in the Vista's towards the end of the month. I have started the Graffiti Tracking Log, see attached report. The one hundred dollar reward for the "DANK" tagger is still in effect.	
Westcreek Oaks Drive Dead End	The installation of a barricade and gate was started on March 31 by Bexar County.
Sports Park under bridge access	Bexar County Public Works came out on Wednesday, March 30, and moved some more of the large boulders, rock, gravel and tree limbs to block access to this area.
Graffiti Clean Up	Thirteen Juvenile Probationers and two Supervisors painted the bridge adjacent to the Sports Park on Saturday, April 2, 2010. The paint and labor was provided by Bexar County at no charge to the association.



Villages of Westcreek
Owners' Association

Community Managers Report
For March 2011
Presented to the
Villages of Westcreek
Board of Directors
April 14, 2011

Physical Plant

- The Sports Park electrical box has been repaired and moved out of the pump room this was causing the corrosion and electrical issues.
- The front entry welcome sign behind the clock tower has been replaced.
- New sand has been added to the volleyball court and the children's sand box in the tot lot.
- Monthly street sweeping has begun in the Gardens and the sports park.
- Sports park pool deck repairs are currently in progress.
- A team of Graffiti offenders repainted and removed the graffiti located on the underside of the Sports park bridge, this was done at only the cost of paint supplies.
- We are still accepting applications for lifeguards and gate guards.
- We have hired two Groundskeepers for the summer season.

Business

- The Villages of Westcreek received an insurance refund check in the amount of \$1352 due to the actual policy being less than quoted.
- The office has completed policy and procedure training on the new pool rules for 2011.
- The election ballots have been printed and received for the annual meeting and election.
- San Antonio Pool Management has officially taken over the pool contract for 2011.

Exclusive Usage Contracts

- Pavilion parties 6
- Community center 5

Closings

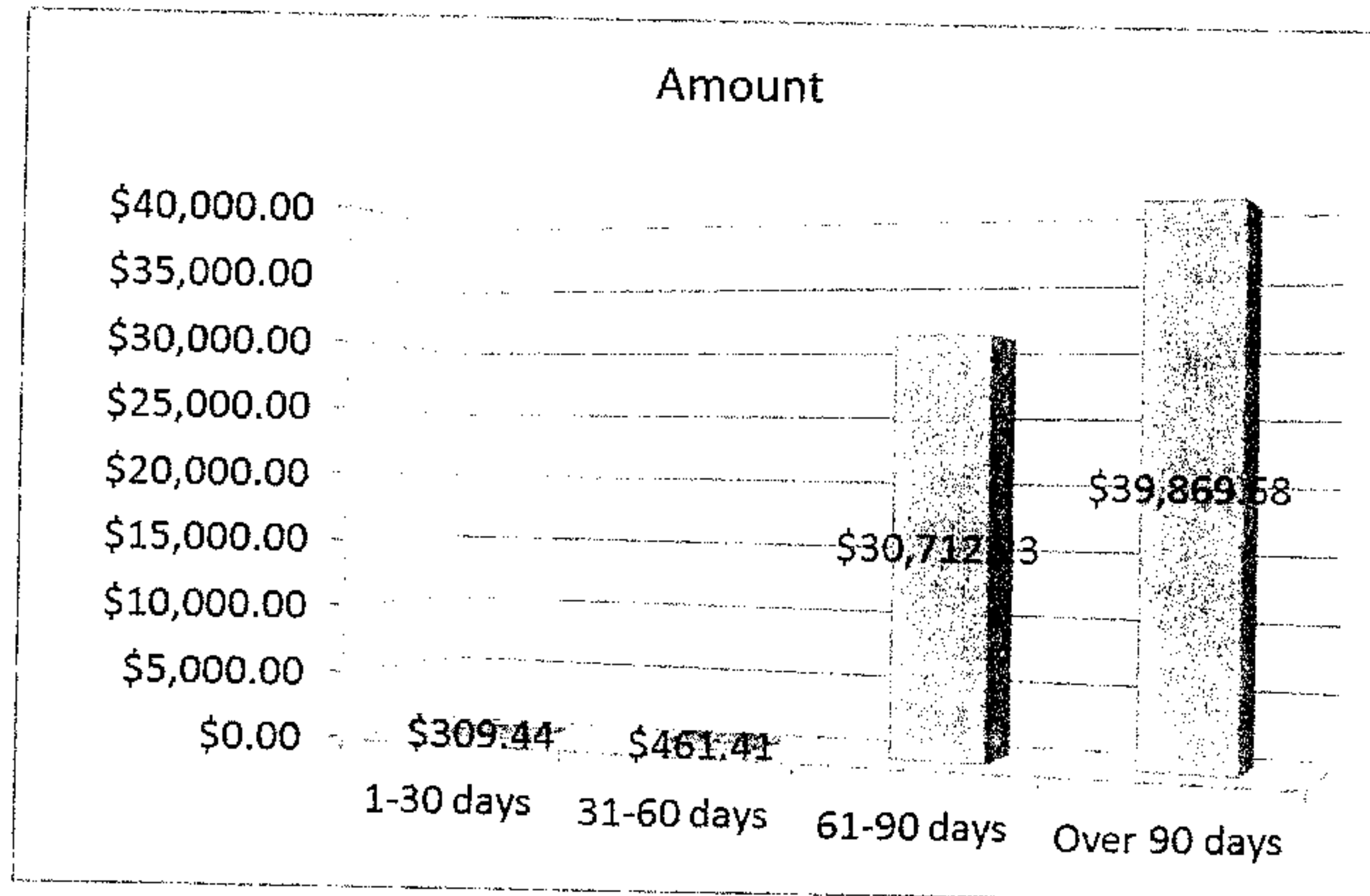
New 8 Resale 15

Villages of Westcreek Constant Contact as of Mar 31, 2011, there were 1018 subscriber email addresses

2011 DELINQUENT ASSESSMENTS

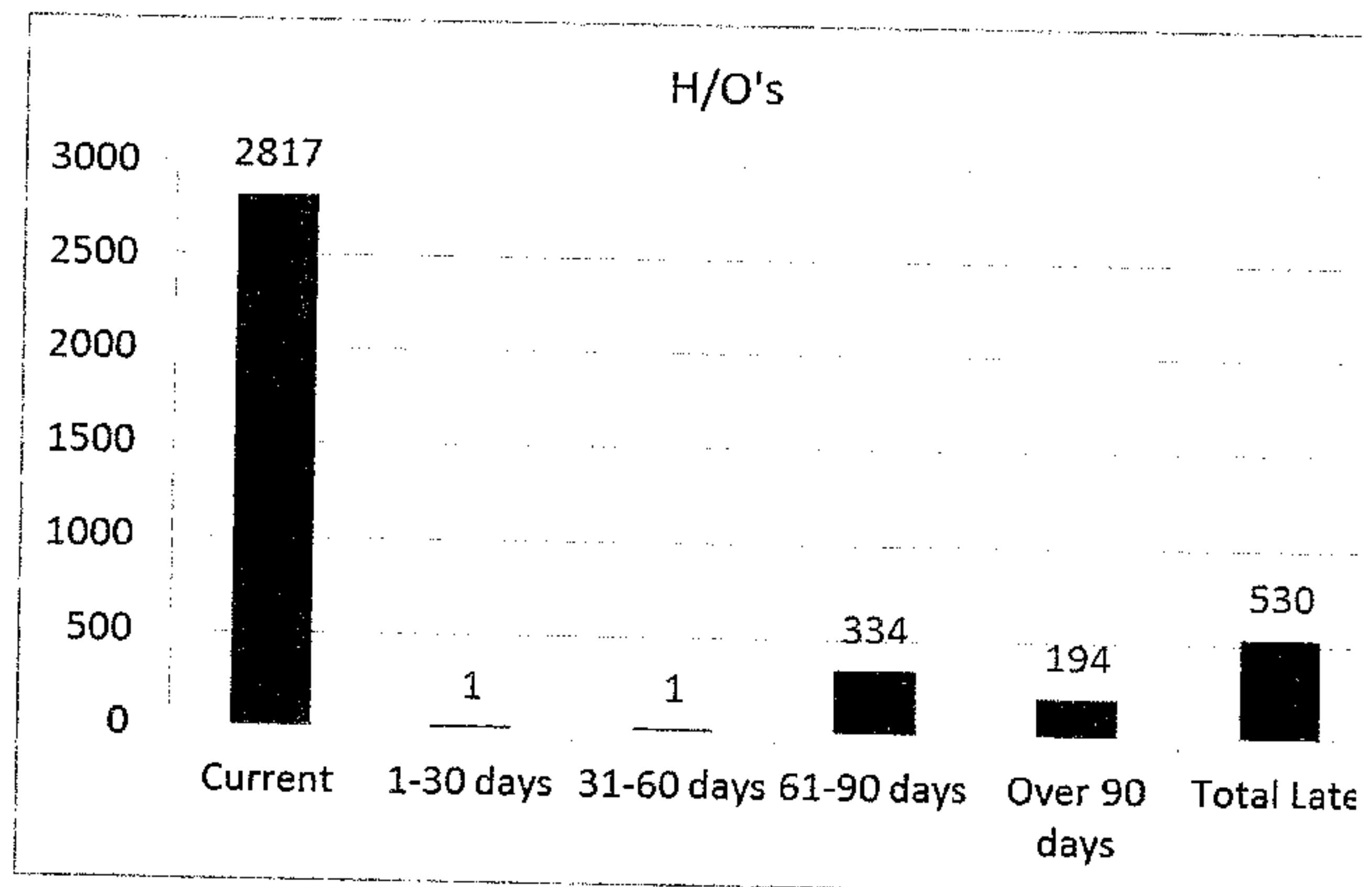
Days	H/O's	Amount
Current	2817	\$200,007.00
1-30 days	1	\$309.44
31-60 days	1	\$461.41
61-90 days	334	\$30,712.23
Over 90 days	194	\$39,869.68
Total	530	\$71,352.76

Current homeowner payments
\$200,007.00



Days	H/O's
Current	2817
1-30 days	1
31-60 days	1
61-90 days	334
Over 90 days	194
Total Late	530

Delinquent total ytd
71,352.76



12:49 PM

04/05/11

Accrual Basis

Villages of Westcreek Owners Association
Balance Sheet
As of March 31, 2011

	Mar 31, 11
ASSETS	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	256,130.42
1011 · Reserve Accounts	158,889.85
Total Checking/Savings	415,020.27
Accounts Receivable	
1020 · Accounts Receivable	-176,129.07
Total Accounts Receivable	-176,129.07
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	15,341.35
1040 · Undeposited Funds	7,376.20
1045 · Due from Operating Fund	53,713.05
1071 · Allowance For Doubtful Accts	-2,000.00
Total Other Current Assets	74,464.79
Total Current Assets	313,355.99
Fixed Assets	
1050 · Fixed Assets	84,970.89
1056 · Community Center^	2,021,505.24
1057 · Community Center Furniture	14,578.52
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	2,148,724.56
Other Assets	
1037 · Chase CD	2,440.27
Total Other Assets	2,440.27
TOTAL ASSETS	2,464,520.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	21,013.49
Total Accounts Payable	21,013.49
Credit Cards	
2040 · Credit Card	4,913.82
Total Credit Cards	4,913.82
Other Current Liabilities	
2020 · Other Current Liabilities	-1,200.00
2100 · Payroll Liabilities	1,061.06
2111 · Direct Deposit Liabilities	-9,068.98
Total Other Current Liabilities	-9,207.92
Total Current Liabilities	16,719.39
Long Term Liabilities	
2022 · Due to Reserve Fund	53,713.05
2200 · Long Term Notes Payable	1,399,328.35
Total Long Term Liabilities	1,453,041.40
Total Liabilities	1,469,760.79
Equity	
2031 · Retained Earnings	50,532.26
3000 · Fund Balance	922,144.53

12:49 PM
04/05/11
Accrual Basis

Villages of Westcreek Owners Association
Balance Sheet
As of March 31, 2011

	<u>Mar 31, 11</u>
Net Income	22,083.24
Total Equity	<u>994,760.03</u>
TOTAL LIABILITIES & EQUITY	<u>2,464,520.82</u>

12:48 PM
 04/05/11
 Cash Basis

Villages of Westcreek Owners Association

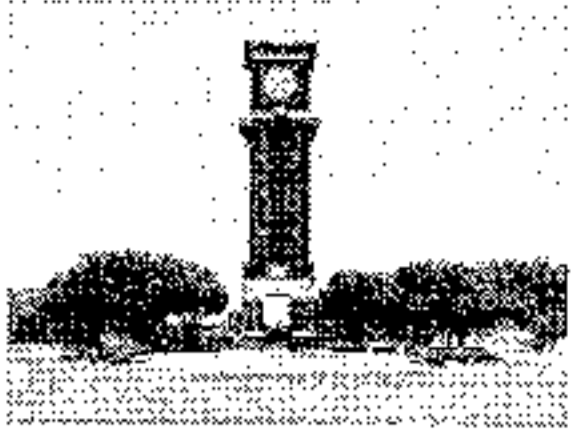
Balance Sheet

As of March 31, 2011

	Mar 31, 11
ASSETS	
Current Assets	
Checking/Savings	
1010 - Operating Accounts	256,130.42
1011 - Reserve Accounts	158,889.85
Total Checking/Savings	415,020.27
Accounts Receivable	
1020 - Accounts Receivable	-241,997.28
Total Accounts Receivable	-241,997.28
Other Current Assets	
1021 - Interest Receivabl	34.19
1030 - Other Current Assets	15,341.35
1040 - Undeposited Funds	7,376.20
1045 - Due from Operating Fund	53,713.05
1071 - Allowance For Doubtful Accts	-2,000.00
Total Other Current Assets	74,464.79
Total Current Assets	247,487.78
Fixed Assets	
1050 - Fixed Assets	84,970.89
1056 - Community Center^	2,021,505.24
1057 - Community Center Furniture	14,578.52
1058 - Software	4,673.91
1059 - Vehicle	22,996.00
Total Fixed Assets	2,148,724.56
Other Assets	
1037 - Chase CD	2,440.27
Total Other Assets	2,440.27
TOTAL ASSETS	2,398,652.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2040 - Credit Card	4,913.82
Total Credit Cards	4,913.82
Other Current Liabilities	
2020 - Other Current Liabilities	-1,200.00
2100 - Payroll Liabilities	1,061.06
2111 - Direct Deposit Liabilities	-9,068.98
Total Other Current Liabilities	-9,207.92
Total Current Liabilities	-4,294.10
Long Term Liabilities	
2022 - Due to Reserve Fund	53,713.05
2200 - Long Term Notes Payable	1,399,328.35
Total Long Term Liabilities	1,453,041.40
Total Liabilities	1,448,747.30
Equity	
2031 - Retained Earnings	8,029.65
3000 - Fund Balance	922,144.53
Net Income	19,731.13
Total Equity	949,905.31
TOTAL LIABILITIES & EQUITY	2,398,652.61

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through March 2011

Ordinary Income/Expense	Jan - Mar 11			
	Jan - Mar 11	Budget	\$ Over Budget	% of Budget
Income				
4150 · Miscellaneous Income	144.74	124.98	19.76	115.81%
4170 · Program Fees	9,441.06	6,250.02	3,191.04	151.06%
5000 · Revenue	243,668.63	246,205.00	-2,536.37	98.97%
5090 · Yard Sales	795.00			
5100 · Newsletter Advertisement	134.00	249.99	-115.99	53.6%
5200 · Rummage/Yard Sales	0.00	125.01	-125.01	0.0%
5400 · Pavilion Rental	1,855.00	1,250.01	604.99	148.4%
5800 · Community Center	6,865.00	4,500.00	2,365.00	152.56%
5900 · Concession Stand	165.00			
Total Income	263,068.43	258,705.01	4,363.42	101.69%
Gross Profit				
	263,068.43	258,705.01	4,363.42	101.69%
Expense				
8000 · Operating Expenses	93,153.97	88,924.98	4,228.99	104.76%
8200 · Administration	84,150.39	95,316.08	-11,165.69	88.29%
8300 · Maintenance	28,663.23	26,380.03	2,283.20	108.66%
8400 · Recreation Department	19,333.84	26,774.53	-7,440.69	72.21%
8500 · Misc. & Contingency	108.57	1,875.00	-1,766.43	5.79%
8980 · Depreciation Expense	12,750.00	12,750.00	0.00	100.0%
9500 · Reserved Funds	2,825.19			
Total Expense	240,985.19	252,020.62	-11,035.43	95.62%
Net Ordinary Income	22,083.24	6,684.39	15,398.85	330.37%
Net Income	22,083.24	6,684.39	15,398.85	330.37%



Villages of Westcreek

Communications Committee



The Villages of Westcreek
Owners' Association

April 14, 2011

VWOA Board of Directors
12395 Military Dr. W.
San Antonio, TX 78253

Dear Board Members,

Report to the Villages of Westcreek Board of Directors, April 14, 2011:

1. Our last meeting was on March 27, 2011
2. Our next meeting is scheduled for April 17, 2011 at 5:00 PM.
3. As of Monday our current count for Constant Contact is 1,027.
4. Member of the Communications Committee are going to be at the Annual Meeting next to sign up those who have not signed up for Constant Contact and are interested in doing so.
5. The web site currently has notices on the Home Page about the severe wild land fire threat and the Stage One water restrictions.

This concludes my report for this month, any questions?

Respectfully submitted,

Kenneth M. Lemanski Sr., BA, CEM
Chair of the Communications Committee

Copy: CC file

kml

Villages of Westcreek Owners' Association

Minutes of Election Committee Meeting

20 March 2011

1. The meeting was called to order at 4:00 PM on Monday, 20 March 2011.

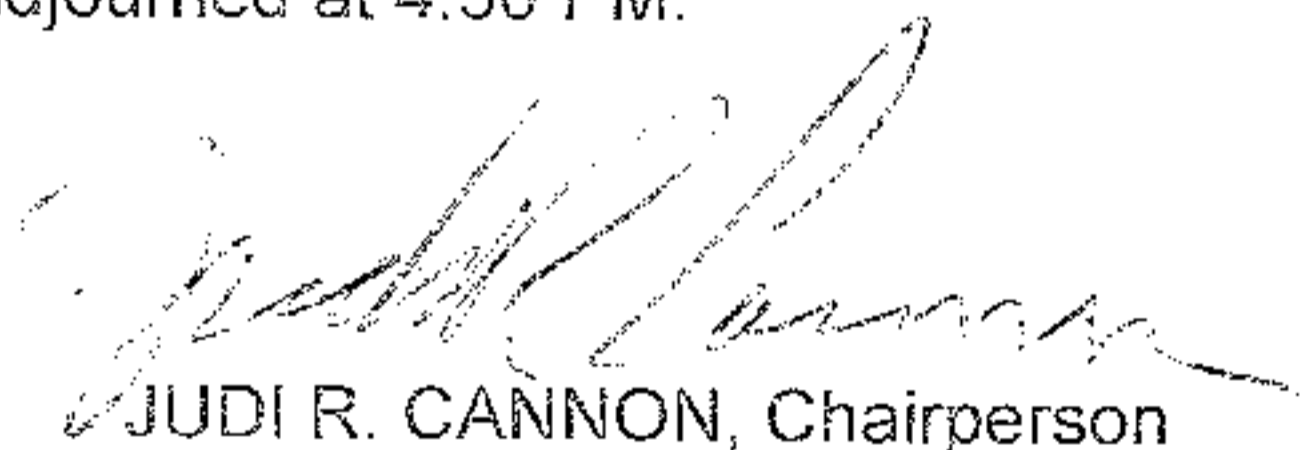
Members present were:

Judi Cannon – Chairperson
Jean Woodward – Vice Chairperson
Bill Fenstermacher
Gene Hopkins
Barbara Hopkins

Members absent were:

Guy Oliver
Joyce Oliver
Cheryl Drupiewski – Secretary

2. The purpose of the meeting was to finalize details for the 2 April "Meet the Candidates" event, the process for validating and counting absentee ballots, and processes to be followed for the election at the 21 April Annual Meeting. Those procedures are listed in the attachment to these minutes.
3. Ms. Woodward suggested the staff place a large sign on an easel by the front door prior to the annual meeting, stating that assessments must be paid for the second quarter (April – June 2011) for a member to be in good standing and be allowed to vote. The committee members agreed this was a good idea and will request it be done.
4. The committee chairperson will meet with Ms Tate following on 2 April to finalize the setup for check-in tables, computer support, etc. for the day of the Annual Meeting.
5. There being no other business, the meeting was adjourned at 4:50 PM.



JUDI R. CANNON, Chairperson
Elections Committee
Villages of Westcreek Owners' Association

1 Attachment:
Procedural Details for 2011 VWOA Election of Board Members

Procedural Details for 2011 VWOA Election of Board Members
(Attachment to 20 March 2011 VWOA Elections Committee Minutes)

1. **MEET THE CANDIDATES EVENT:** The committee finalized plans for Meet the Candidates on 2 April. Due to scheduling conflicts at the Community Center, the time has been changed to 9:00 – 11:00 AM. Questions will be taken from the floor and Ms. Cannon will moderate. Each candidate will be given an opportunity to respond, in turn, to each question asked. The first to address a question will be allowed up to three minutes, and the other candidates will each be given one minute to provide his views on the topic.
2. **BALLOT FOR ANNUAL MEETING:** A ballot for voting on election night was presented to the committee members and all accepted the format. Following the meeting Ms. Cannon will email it to the Community Manager, with provision that ballots not be printed until after the 2 April deadline for nominations submitted prior to the Annual Meeting on 21 April.
3. **VALIDATION AND COUNTING OF ABSENTEE BALLOTS:** Election committee members (at least a majority of members is required, per VWOA by-laws) will join two staff members at 9:00 AM on 20 April to open absentee ballots for the purpose of determining members to be in good standing, and count the valid votes. All valid ballots will then be placed in a sealed envelope, along with the vote tally sheet, and placed back in the ballot box. Absentee ballots from any members found not to be in good standing will also be placed in a sealed envelope and placed back in the ballot box. The ballot box will once again be locked and sealed until opened on election night. No additional absentee ballots will be accepted. To ensure no household is allowed to vote more than once, the list used to verify standing for absentee ballots will be marked to show all ballots submitted, and that same list shall be used to check in voters on election night. Absentee ballots from members initial found not to be in good standing will be reviewed a second time on election night to determine if the member's standing has changed. If the member is then found to be in good standing, that vote will be counted.
4. **ELECTION NIGHT PROCESS:** The committee discussed and agreed upon the following registration and voting procedures to be followed on 21 April.
 - a. Early voter registration will be available to members 4:00 – 6:30 PM on 21 April. Ballots will NOT be given out at early registration, but rather the member's hand will be stamped as proof that status has been checked and the member is in good standing. The member may remain until the annual meeting begins, or leave and return at 7:00 PM. Ballots will be given out at the door to those whose hands have been stamped, without the need to stop at the registration tables.
 - c. Anyone who arrives with a properly executed proxy will check in on election night along with voting members. The name and address of the homeowner will be checked against the list of members. If it is determined the member is in good standing, the staff member checking in voters will staple the proxy to a ballot and give it to the proxy-holder. When the vote is called the proxy-holder will submit the ballot with the proxy attached.
 - d. After the VWOA president has called the meeting to order, he will call for nominations from the floor. Once nominations have been closed, each nominee will be allowed three minutes to address the membership. The Election Committee Chairperson will call time for each candidate. Members will then be asked to mark their ballots, come forward and drop the Community Manager, and one other member of the VWOA staff will move to the conference room where the box will be opened and all ballots counted. Any candidate who wishes, may request a person of his choosing also be present as an independent observer during the count. Any candidate's representative will observe only, and will not participate in the count in any way. The tally sheet from the absentee votes will be added to the total of votes cast in the meeting. When the count has been completed, the results will be certified in writing and signed by the Election Committee Chairperson and the Community Manager. The results will then be provided to the VWOA President for announcement to the membership.
5. **AFTER ACTIONS:** Following the election, the Elections Committee and Community Manager will prepare a report to the board members, in accordance with the VWOA by-laws. The report will be completed and submitted not later than the first board meeting following the election. All ballots, tally sheets, and certified results will be placed in a sealed envelope and kept on file for a period of at least two years.



Villages of Westcreek
Owners' Association

12650 Point Summit
Trampoline Paint
Hartley
957-3963

During the painting of the community fences along Grossenbacher, The trampoline belonging to the Hartley family was damaged by paint overspray. The Hartley family states they paid \$247 at Christmas time 2010.

I have asked the Hartley family if there was a monetary amount they would be willing to accept as restitution for our error. The Hartley family stated that they wanted the trampoline replaced.

We have two options on the table

1. Pay \$279 plus tax at Wall Mart and purchase and deliver a new one.
2. Pay the Hartley family \$247 and remove the old Trampoline as this would become Villages of Westcreek Property. They have stated that they would accept the \$247 Cash.

Discussion topic to include should the funds to replace come from the repair /replacement fund?

Please note I have implemented a notice advising homeowners to remove personal property located next to or on the actual fence this will be delivered two days prior to our arrival to paint their area.

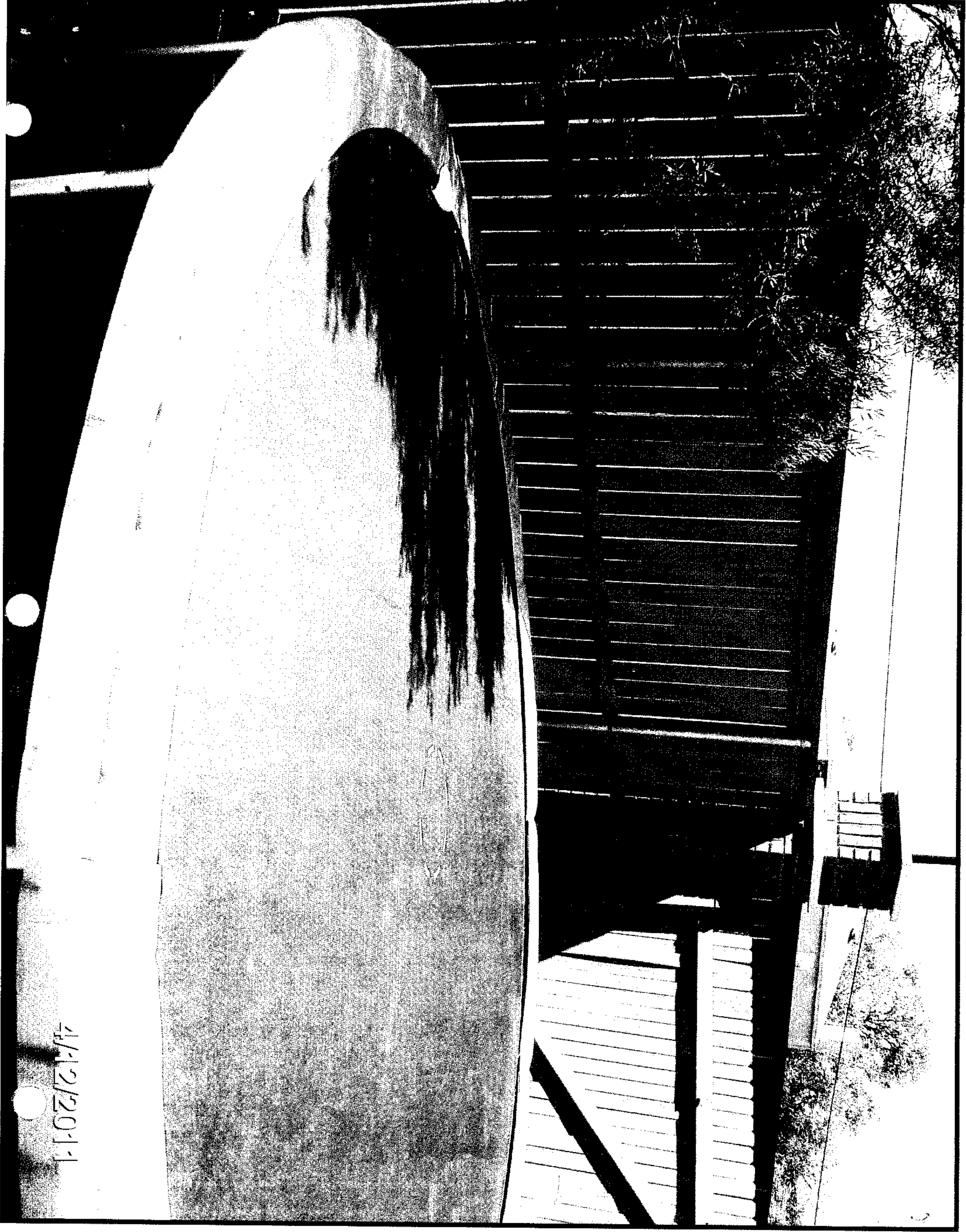
Grossenbacher,

*Out Check upon \$247.00
Out of Service Paint*

12395 Military Drive West, San Antonio, TX 78253

Office: 679-8761

Fax: 679-0040



4/12/2011

The 2011 Annual Meeting of the Villages of Westcreek Owners' Association

**Thursday, April 21, 2011 7:00 pm
VWOA COMMUNITY CENTER, 12395 MILITARY DRIVE WEST
SAN ANTONIO, TEXAS 78253**

AGENDA

4:00 pm – 6:30 pm	Registration and Issuance of Ballots
7:00 pm	Meeting Called to Order <ul style="list-style-type: none">• Meeting Notice• Presentation of Colors/National Anthem by Brennan HS AFJROTC Color Guard• Quorum Requirement (requires President to verify number of members in attendance meets Paragraph 6.09 of our Bylaws with 10% voting members present and reduced by 50% with each quorum call thereafter until met)
7:10 pm	Introduction of Current Board of Directors and Staff Members
7:15 pm	Introduction and comments by the Honorable Sergio “Chico” Rodriguez, Bexar County Commissioner, Precinct 1
7:45 pm	2010 Audit Report – Armstrong, Vaughn and Associates
7:55 pm	Nominations for Board of Directors <ul style="list-style-type: none">• Nominating Committee presents candidates• Nominations accepted from the Floor• Nominees present qualifications (3 minutes each)
8:15 pm	Ballots Cast and Counted
8:30 pm	Presentations <ul style="list-style-type: none">• VWOA - State of the Community Report (John Steele)• VWOA - Recognition of All Volunteers (Brenda Tate)
9:00 pm	Announce Names of New Board of Directors/Administration of Oath
9:10 pm	Door prize drawings and presentations
9:15 pm	Q&A Forum
9:30 pm	Adjournment