

REGULAR BOARD OF DIRECTORS MEETING

AGENDA

Thursday, 7 p.m.,
January 20, 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. Adhoc Pool Committee
 - l. Adhoc By-Law Review Committee
 - m. Strategic Planning
5. **Unfinished Business.**
 - a. Amending Articles of Incorporation—
 - b. Ad Hoc Pool Committee proposal for 2011 (Kevin Drummonds)
 - 1) Electronic gates/key cards - tabled
 - 2) Electronic Gate for park - tabled
 - 3) Gate guard/Deputy change to Facility Monitor's - tabled
 - 4) Pool Rules – tabled
 - c. 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
6. **New Business.**
 - a. _____
 - b. _____
 - c. _____
 - d. _____
7. **Schedule next monthly meeting.**
8. **Adjournment.**

[illegible]



**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, January 20th, 2011. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Meeting minutes for the December Regular Monthly Meeting (dated December 16, 2010) were reviewed and approved by a vote of 4/0 (Alan Foss was not present).

Board Members Present:

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

Board Members Absent: Alan Foss, Vice President

Staff Present:

Brenda Tate, Community Manager	DeAdra Harston, Recreation Superintendent
Oswald Willis, Asst. Community Manager	Freddy Gavia, Maintenance Superintendent
Ken Lemanski, Standards Superintendent	

Members Present:

Eugene Hopkins	Barb Hoskins	John Parson	Bill Fenstermacher
John Pyle	Fernando Cordova	Lucille Young	Eva Vasquez

II. OPEN FORUM:

Mr. Steele opened the Member's forum. No members requested to speak.

III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: A written report was provided and is attached to these minutes. No questions were raised. The soccer and football fields were discussed, including refurbishing the soccer fields due to drainage problems. Mr. Steele stated that unless an additional revenue source was found, it was not currently in the budget to do this work. Mrs. Tate stated that VWOA would be able to have concession stands this year in the park. In addition, the football fields are in good shape and may be used as the football team from last year was probably not going to be renewed. The upcoming Mardi Gras night was discussed. **CLOSED.**
- b. Maintenance Department: A written report was provided and is attached to these minutes. Mr. Gavia explained that we needed replace some of the maintenance equipment soon, but it should be good for another year. He also stated that he had a new quote for the fence stain and was able to get an additional discount. He had not looked into a fence staining tool as suggested last month. The amount required to stain the fence was discussed and what was in the budget for that purpose. Mr. Gavia was asked to determine how much of the fence could be stained within the current budget and for a paint sprayer, specifically for the fence, and to report that information at the next Board meeting. No discussion was held on the outstanding issue of painting the pool house. **OPEN.**
- c. Standards Department: A written report was provided and is attached to these minutes. Mr. Lemanski provided a status of the nature trail and of damages to an area of fence within High Point. The nature trail is nearly done though it may be an ongoing project to make improvements over the next few months. The damage to an area of fence in High Point actually belongs to a Homeowner, though this is in question and the staff is working with the Homeowner to decide this issue. Mr. Lemanski also reported on status of a question about parking in the Gardens. He is still looking at some possible solutions and that a complete package would be brought to the Board once more information is available. **CLOSED.**
- d. Community Management Department: Mrs. Tate provided a written report and is attached to these minutes. She reported that the overdue assessments had gone down by approximately \$8,000. Contacting the Homeowners by Board members seems to be working and the number is going down. We are now going to

be able to run a concession stand at the pools. It was explained how the facilities were changed to facilitate this action. It has not been determined who will man the concession stands. **CLOSED.**

- e. Architectural Review Committee. Mr. John Parson briefed from the written report that are attached to these minutes. No questions were raised on the report. A total of thirteen (13) submissions were received with eleven (11) being approved and two (2) disapproved. Disapprovals were primarily lack of information or for requests outside the standards. He reported that Mr. Hopkins was working on cleaning up the standards and he (Mr. Parson) was looking at the language to ensure it paralleled the CC&Rs. **CLOSED.**
- f. Finance Committee: Mrs. Cannon provided a final budget report for 2010 and the monthly report for month ending December. She explained what money was surplus and that the money was put into the reserve funds. **CLOSED.**
- g. Landscaping Committee. Mrs. Cannon stated that there were no members and therefore she made a motion that the Board table the Committee until a future date when more volunteers can be found. In the meantime, any improvements will be handled by the Board. The motion was seconded and approved by a 4/0 vote. **TABLED.**
- h. Nominating Committee. Mrs. Cannon gave a report on the absentee ballot and on the proxy voting. She also explained that the process was outlined and provided to the Board as a proposal. She read the process aloud and provided some suggestions, including times for opening the doors and time frames for accepting proxies/ballots. Mr. Drummonds made a motion that we allow Homeowners to get in good standing up to 6:30 p.m. the night of the annual meeting. After discussion, Mr. Steele called the question and the motion did not receive a second. The motion failed. Mrs. Cannon made a motion to allow Members to get in good standing up to the 19th of April (or two [2] days prior to the annual meeting) to permit them to vote at the meeting. The motion was seconded and passed by a vote of 3-1 with Mr. Drummonds being the dissenting vote. Mr. Steele made a motion to accept the absentee ballot and the proxy as provided in the proposal. The motion was seconded and unanimously approved. Mr. Steele stated he did not believe we should close out our members to the Community Center. He said members would be allowed in when they arrive. He made a motion to accept the election night registration process be accepted as provided, with the provision that check-in begins at 4 p.m. Members that wish to check-in early would have their hand stamped and would not have to go back through the line except to receive a ballot. Motion was seconded and approved unanimous. The committee recommended a Color Guard post the Colors to start the Annual Meeting. Mr. Steele approved this without discussion. Mrs. Cannon announced that we have received three (3) nominations for the open Board positions, they are: Mr. Rick Severs, Mr. Richard Gentry, and Mr. Kenneth Fowler. Mr. Steele reminded everyone that nominations would remain open until that portion of the annual meeting was closed. Additional nominees received before the mailing of the absentee ballots/proxies (no later than 30 days prior to the annual meeting) would be included on the ballots. The date is to be determined and the information will be given to the staff for printing/mailing. **CLOSED.**
- i. Communications Committee. A written report (attached) was provided. Mr. Lemanski briefed on the progress of the Committee and some of the recommendations. The current constant contact goal is 826 and they are on goal. **CLOSED.**
- j. Public Safety Committee. Mr. David Daniels was not present. Two committee volunteers have No report. **CLOSED.**
- k. Ad Hoc Pool Committee: Mr. Drummonds stated that the tabled items are still being researched and that the pool rules will be presented at the next meeting. **OPEN.**
- l. Ad Hoc By-Law and Administrative Resolution Review Committee: Pending review and discussion of the Committee's recommended changes to the Board. **OPEN.**
- m. Strategic Planning Committee: The next meeting has been scheduled to discuss the on-going survey. Pending results of the survey. **CLOSED.**

III. UNFINISHED BUSINESS:

- a. Amending the Articles of Incorporation. Mr. Steele stated that since the VWOA Attorney has given the opinion that the Board has the authority to change both the By-Laws and the Articles of Incorporation;

therefore, the Board will review the proposed changes to the By-Laws first and then amend the Articles of Incorporation to make them clarify and solidify the new process for amending the By-Laws. Mr. Drummonds will provide a clear process for the Board at the next meeting, which will define the steps that are needed to accomplish the intended actions. **OPEN.**

b. Ad Hoc Pool Committee proposals for 2011:

- 1) Electronic Gates/key cards. Cost being researched. **TABLED.**
- 2) Electronic Gate for Sports Park. Cost being researched. **TABLED.**
- 3) Gate Guards/Deputy change to Facility Monitor's. Dependent upon electronic gates/key cards. **TABLED.**
- 4) Pool Rules. **TABLED.**

c. Park Proposal. Mr. Severs tasked the Recreation and Standards Superintendents with providing size requirements for a building in the Sports Park to house the Recreation department. No further information could be obtained until this task is completed. **OPEN.**

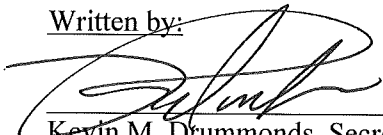
V. NEW BUSINESS:

- a. Mr. Steele explained that the Board had agreed to accept a proposal by a Real Estate investor to purchase our interest (second lien) in a property for \$1000, in which VWOA has a \$652.12 investment. The mortgage company still owns the first lien. **CLOSED.**
- b. Mr. Steele announced his intentions to do a census of the Community. This would require a door-to-door contact by the Standards Monitors. He has asked Mr. Lemanski to provide information involving cost and time requirements for this type of project. **OPEN.**
- c. Mr. Steele said he had only received only two (2) volunteers (that meet his requirements) for the Ad Hoc Fence Committee. He said that he was looking for volunteers with construction experience that are willing to spend approximately two (2) hours a week for a few weeks to help research the best solution, including materials and costs for permanent fences for the major street fences. **OPEN.**
- d. The Board approved a request by State Representative Garza to have office space in the Community Center. The Conference Room will be made available to Representative Garza or one of his office staff while the room is not being used by the staff or Board. The Representative will be available to the Westcreek constituents approximately three (3) days a week. All office furniture, supplies, and electronic requirements will be provided by Mr. Garza.

VI. The Next Meeting: The next regular meeting will be held on Thursday, January 17, 2011 at 7:00 p.m. in the Community Center.

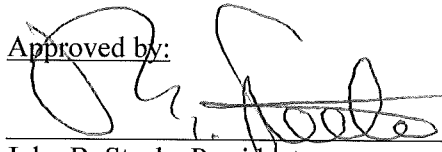
VII. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:32 p.m.

Written by:


Kevin M. Drummonds, Secretary

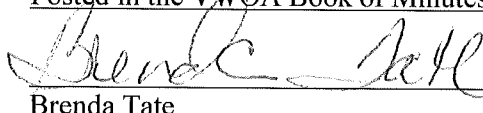
Date: 2/17/11

Approved by:


John B. Steele, President

Date: 17 Feb 2011

Posted in the VWOA Book of Minutes by:


Brenda Tate
Community Manager, VWOA

Date: 2. 17. 2011

PARKS AND RECREATION DECEMBER 2010 REPORT

Board of Directors Meeting – January 20, 2011

Submitted by: DeAdra Harston - Superintendent of Parks and Recreation

I. Programs/Classes

On Thursday, January 6, a meeting was held with the VWOA contractors. We discussed marketing ideas and opportunities to invite new members to come try their first class free, Valentine's Day special Class, Spring Break classes, Presidents' Day classes, and Bring a Friend classes. Superintendent of Parks and Recreation, prior to announcements, will approve all contractors' class incentives and special classes. We have a goal to increase class size by 25% each quarter.

- a. **Cardio Kickboxing** – Monday & Wednesday nights @ 6:30 pm, 8.
- b. **Olympic Karate** - Class running Tuesday and Thursday evenings with 17.
- c. **PIYO** – Tuesday/Thursday mornings and Tuesday/Thursday evenings. A couple's PiYo class is being planned for Saturday, February 12. 11.
- d. **SMASH (School of Modern Arts, Salsa & Hip-Hop)** – Had an excellent Wizards of Waverly camp during the winter break. Zumba is a big class attracting friends and neighbors. Classes are starting to see new faces – 35.
- e. **Soccer** – Spring 2011 Registration started and will close on Friday, January 28. Have games set up with Lackland Airforce Base with two away games and two home games. An additional four home games will be played amongst VWOA teams on home fields. The following improvement needs to take place before the Spring Season starts on February 28.
 - i. **Field conditions** – poor. This is the number one complaint we received from players, parents and coaches regarding the uneven fields. For player safety, we need to drag the fields to fill holes, remove large rocks and glass and level ground.
- f. **Muscle Toning** – Monday, Wednesday, Friday. New participants as friends and family members are being brought to class.

II. Events

- a. **Adult Marti Gras Dance/Party** – Saturday, February 5, 8:00 – 11:00 pm
At the Community Center.
- b. **Annual Picnic/Health Fair** – March 26, 2011, 11:00 am – 3:00 pm
At the Park.

medal awarded
→
DeAdra Harston
vwoa-rd@sbcglobal.net
Page 1 of 1

Maintenance Department Monthly Report
December 2010
Maintenance Supervisor
Freddie Gavia

Equipment Status- Purchased and replaced the battery to the Fast Cat, it would not start. Currently we have the 2 leaf blowers and the 2 string trimmers turned in to Dewinne's for services. Some issues we've had with these pieces of equipment:

- Difficult to start
- Shuts off
- Won't start
- Rough idle
- Fuel leaks

Fence Staining:

- Spoke with three paint manufacture representative-neither could match the PPG price.
- We have in our possession, on loan, an airless sprayer. Except for minor repairs this item is free to the VWOA.
- Westcreek View length is 6326 ft. x 7 ft. tall is 44,282 square feet.
- Grossenbacher length is 2080 ft. x 7 ft. tall is 14,560 square feet.
- Total length is: 8406 linear ft. or 1.6 miles.
- Total square feet is: 58,842
- Lowe's has applied a special discount of \$110 per five gallon container, down from \$115. Regular price is \$153.
- Tax included: was \$14,650 but now is **\$14,050.85**.
- I anticipate less stain required for the entire project and expect to finish under budget.

Maintenance Schedule for the month of December (see attachments)

Projects:

- Installation of the ceiling in the Sports Park pool office is complete, to include paint.

Future Projects:

- Removal and re-installation of new expansion material of the Sports Park Pool deck.
- Installing a shower at the Community Center Pool.

Military Dr. Monuments	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Clock Tower			1-Dec		3-Dec	checked lighting
Country Oaks			1-Dec		3-Dec	
The Oaks			1-Dec		3-Dec	
Royal Oaks			1-Dec		3-Dec	
The Woods			1-Dec		3-Dec	
The Point			1-Dec		3-Dec	
Estates			1-Dec		3-Dec	
WC Gardens			1-Dec		3-Dec	
The Park			1-Dec		3-Dec	

Westcreek Oaks	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
The Forrest			1-Dec		3-Dec	
Quail Meadow			1-Dec		3-Dec	replaced light lens
The Hollows			1-Dec		3-Dec	
The Oaks			1-Dec		3-Dec	
Willow Brook			1-Dec		3-Dec	
The Hills			1-Dec		3-Dec	
The Woods			1-Dec		3-Dec	
The Summit			1-Dec		3-Dec	
The Bluffs			1-Dec		3-Dec	
VWOA at 1604			1-Dec		3-Dec	

Westcreek View	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Wynwoodv(1)			1-Dec		3-Dec	
High Point (1)			1-Dec		3-Dec	
High Point (2)			1-Dec		3-Dec	
Wynwood (2)			1-Dec		3-Dec	
The Vistas			1-Dec		3-Dec	

Grosenbacher	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Wynwood (3)			1-Dec		3-Dec	

Assignments

Monday	
Tuesday	
Wednesday 1-Dec	Picked up trash on the major roads//picked up heaters at the Home Depot// greenbelt maintence//rearrange tables and chairs in storage room//repairs to paint cart//remove tagging from mailboxes//attempt to register new heaters.
Thursday 2-Dec	Staff meeting//Sports Park pool lawn maintenance//powerwash basketball court//watered all new trees.
Friday 3-Dec	CC lawn maintenance//fertilizer to all trees and shrubs at the CC//ran the scafier on the CC overflow parking lots//Sports Park track maintenance// pick up trash on the major roads//painted large vases//set up tables, chairs, picked up santa chair for Saturday function//replaced doors to CC.

Maintenance Supervisor:

Date:

Community Manager:

Date:

Military Dr. Monuments	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Clock Tower	27-Dec		29-Dec			
Country Oaks	27-Dec		29-Dec			
The Oaks	27-Dec		29-Dec			
Royal Oaks	27-Dec		29-Dec			
The Woods	27-Dec		29-Dec			
The Point	27-Dec		29-Dec			
Estates	27-Dec		29-Dec			
WC Gardens	27-Dec		29-Dec			Repaired leaning sign post
The Park	27-Dec		29-Dec			

Westcreek Oaks	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
The Forrest	27-Dec		29-Dec			
Quail Meadow	27-Dec		29-Dec			
The Hollows	27-Dec		29-Dec			
The Oaks	27-Dec		29-Dec			
Willow Brook	27-Dec		29-Dec			
The Hills	27-Dec		29-Dec			
The Woods	27-Dec		29-Dec			
The Summit	27-Dec		29-Dec			
The Bluffs	27-Dec		29-Dec			
VWOA at 1604	27-Dec		29-Dec			

Westcreek View	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Wynwoodv(1)	27-Dec		29-Dec			
High Point (1)	27-Dec		29-Dec			
High Point (2)	27-Dec		29-Dec			
Wynwood (2)	27-Dec		29-Dec			
The Vistas	27-Dec		29-Dec			

Grosenbacher	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Wynwood (3)	27-Dec		29-Dec			

Assignments

Monday 27-Dec	Cleaned the CC parking lot and the front entrance//picked up trash on the major roads//repaired water leak at the Sports Park//reinstalled barrier post at the Sports Park//Sports Park clean up after weekend activities//painted tot-lot gate//cleaned maintenance equipment.
Tuesday 28-Dec Rain	Completed ceiling installation at the Sports Park pool office//picked up trash on the major roads//began painting Sports Park entrance gate//cleaned maintenance shop.
Wednesday 29-Dec	Picked up trash on the major roads//cleaned entrance to the CC//added salt to the water softener//took down CC xmas tree and decorations-put all in storage//also took down wreaths at the clock tower and stored//restacked rocks below the bridge at the Sports Park.
Thursday 30-Dec	Picked up trash on the major roads//Sports Park-welding repairs to entrance gate//began painting Sports Park pool office//worked on scanner//checked servailence cameras at the Sports Park//cleaned hand-truck and returned to the CC//cleaned CC patios.
Friday 31-Dec VWOA observed Holiday	

Maintenance Supervisor:

Date:

Community Manager:

Date:

Military Dr. Monuments	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Clock Tower	20-Dec	21-Dec	22-Dec			Checked lighting
Country Oaks	20-Dec	21-Dec	22-Dec			
The Oaks	20-Dec	21-Dec	22-Dec			
Royal Oaks	20-Dec	21-Dec	22-Dec			
The Woods	20-Dec	21-Dec	22-Dec			
The Point	20-Dec	21-Dec	22-Dec			
Estates	20-Dec	21-Dec	22-Dec			
WC Gardens	20-Dec	21-Dec	22-Dec			
The Park	20-Dec	21-Dec	22-Dec			

Westcreek Oaks	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
The Forrest	20-Dec	21-Dec	22-Dec			
Quail Meadow	20-Dec	21-Dec	22-Dec			
The Hollows	20-Dec	21-Dec	22-Dec			
The Oaks	20-Dec	21-Dec	22-Dec			
Willow Brook	20-Dec	21-Dec	22-Dec			
The Hills	20-Dec	21-Dec	22-Dec			
The Woods	20-Dec	21-Dec	22-Dec			
The Summit	20-Dec	21-Dec	22-Dec			
The Bluffs	20-Dec	21-Dec	22-Dec			
VWOA at 1604	20-Dec	21-Dec	22-Dec			Replaced light bulbs

Westcreek View	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Wynwoodv(1)	20-Dec	21-Dec	22-Dec			
High Point (1)	20-Dec	21-Dec	22-Dec			
High Point (2)	20-Dec	21-Dec	22-Dec			Checked lighting
Wynwood (2)	20-Dec	21-Dec	22-Dec			
The Vistas	20-Dec	21-Dec	22-Dec			

Grosenbacher	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Wynwood (3)	20-Dec					

Assignments

Monday 20-Dec	Picked up trash on the major roads//Picked up rental at the Home Depot//insulated pipes under CC canopy//Picked up light bulbs at the Home Depot/replaced 5 parking light bulbs//returned rental to the Home Depot//CC lawn maintenance//cleaned up Sports Park after weekend activities.
Tuesday 21-Dec	Picked up trash on the major roads//replaced light bulbs in the CC foyer//picked up plumbing supplies at the Home Depot//repaired water leak at the Sports Park//repaired tot-lot gate spring//helped Ken pick up marking tape from trail//powerwashed maintenance shop driveway.
Wednesday 22-Dec	Checked lighting at the CC pool building//set out the recycle bin//meeting with the CM//powerwashed the CC patio//added salt to the water softener//stored swim team equipment//met with Mando about the CC landscape//maintenance shop clean up and maintenance.
Thursday 23-Dec	Picked up trash on the major roads//powerwashed the entrance to the CC//leaf blew the CC parking lot//cleaned sports park for weekend activities.
Friday 24-Dec	
VWOA observed Holiday	

Maintenance Supervisor:

Date:

Community Manager:

Date:

Military Dr. Monuments	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Clock Tower	13-Dec	14-Dec		16-Dec		repaired wreath lighting
Country Oaks	13-Dec	14-Dec				power washed
The Oaks	13-Dec	14-Dec				power washed
Royal Oaks	13-Dec	14-Dec				power washed
The Woods	13-Dec			16-Dec		power washed//checked lights
The Point	13-Dec					
Estates	13-Dec					
WC Gardens	13-Dec					
The Park	13-Dec					
Westcreek Oaks	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
The Forrest	13-Dec					repaired monument sign//P.W.
Quail Meadow	13-Dec					power washed
The Hollows	13-Dec	14-Dec				power washed
The Oaks	13-Dec		15-Dec			power washed
Willow Brook	13-Dec					vandalized-reported to CM
The Hills	13-Dec		15-Dec			power washed
The Woods	13-Dec	14-Dec	15-Dec			power washed
The Summit	13-Dec		15-Dec			power washed
The Bluffs	13-Dec		15-Dec			power washed
VWOA at 1604	13-Dec	14-Dec				power washed
Westcreek View	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Wynwoodv(1)	13-Dec			16-Dec		
High Point (1)	13-Dec			16-Dec		
High Point (2)	13-Dec			16-Dec		
Wynwood (2)	13-Dec			16-Dec		
The Vistas	13-Dec			16-Dec		power washed
Grosenbacher	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Wynwood (3)	13-Dec			16-Dec		checked lighting

Assignments

Monday 13-Dec	begin powerwashing the monuments//Picked up trash on the major roads// Cleaned entrance to the CC//Added salt to water softener//Hung three awards in the CC foyer//Repaired Willowbrook//troubleshoot fastcat-won't start.
Tuesday 14-Dec	Purchased battery and other supplies at Dewinne's//Picked up trash on the major roads//moved awards to another location within the CC foyer// Removed tagging on Blue Juniper.
Wednesday 15-Dec	Powerwashed tagging from fence on Grossenbacher//Picked up leaf debri within CC pool fence//Picked up trash on the major roads//PM'd airless sprayer-small leak//moved tables and chairs to CM's office//watered new trees.
Thursday 16-Dec	Staff meeting//arranged tables and chairs for staff luncheon//Painted over tagging at the Blue Juniper drainage culvert//removed and stored tables and chairs from conference room//set up for the BOD meeting.
Friday 17-Dec	Put away tables and chairs from the BOD meeting//Sports Park clean up for weekend activities//Pavilion clean up and ressupply//Picked up supplies at The Home Depot//had CC key duplicates made x2(cm)//replaced light fixture at the Clock Tower//repaired leak-tot lot fountain//PM'd equipment.

Maintenance Supervisor:

Date:

Community Manager:

Date:

Military Dr. Monuments	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Clock Tower	6-Dec		8-Dec		10-Dec	
Country Oaks	6-Dec		8-Dec		10-Dec	
The Oaks	6-Dec		8-Dec		10-Dec	
Royal Oaks	6-Dec		8-Dec		10-Dec	
The Woods	6-Dec		8-Dec		10-Dec	
The Point	6-Dec		8-Dec		10-Dec	
Estates	6-Dec		8-Dec		10-Dec	
WC Gardens	6-Dec		8-Dec		10-Dec	
The Park	6-Dec		8-Dec			
Westcreek Oaks	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
The Forrest	6-Dec		8-Dec		10-Dec	
Quail Meadow	6-Dec		8-Dec		10-Dec	
The Hollows	6-Dec		8-Dec		10-Dec	
The Oaks	6-Dec		8-Dec		10-Dec	
Willow Brook		7-Dec	8-Dec		10-Dec	
The Hills		7-Dec	8-Dec		10-Dec	
The Woods		7-Dec	8-Dec		10-Dec	
The Summit		7-Dec	8-Dec		10-Dec	
The Bluffs		7-Dec	8-Dec		10-Dec	
VWOA at 1604		7-Dec	8-Dec		10-Dec	
Westcreek View	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Wynwoodv(1)		7-Dec			10-Dec	
High Point (1)		7-Dec			10-Dec	checked lighting
High Point (2)		7-Dec			10-Dec	checked lighting
Wynwood (2)		7-Dec			10-Dec	replaced light bulbs
The Vistas		7-Dec		9-Dec	10-Dec	replaced light bulbs
Josenbacher	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks
Wynwood (3)		7-Dec			10-Dec	

Assignments

Monday 6-Dec	Began fertilizing all shrubbery, trees on the monuments//adjusted front door alarm contact//picked up trash on the major roads//returned Santa to Galm//Submitted newsletter article//checked rental pricing of a man-lift//begin November BOD report.
Tuesday 7-Dec	Continued with fertilizing of monuments//rearranged CM's office furniture//created maintenance weekly maintenance shedule worksheet//boxes to CC attic//fueled vehicle and equipment
Wednesday 8-Dec	Picked up trash on the major roads//began removing sprinkler lines at the Saxon Hill-Military intersection//continued working on report.
Thursday 9-Dec	Picked up trash on the major roads//repaired a soccer goal and repainted//Sports Park lawn maintenance and clean up.
Friday 10-Dec	Picked up trash on the major roads//completed removing sprinkler system from Saxon Hill-Military intersection//Pavilion clean up and resupply//PM'd maintenance equipment

Maintenance Supervisor:

Date:

Community Manager:

Date:

STANDARDS DEPARTMENT REPORT

REPORT FOR THE VWOA BOARD OF DIRECTORS FOR THE MONTH OF DECEMBER 2010
Presented to the BOD on JANUARY 20, 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	Eleven (11) were approved and two (2) were not approved for December.	Info Only
Staffing/Personnel	Fully staffed with seven (7) part time Standards Monitors. A new employee was hired on January 7, 2011. New assignments went into affect Jan 14, 2011.	Closed
Texas Property Code Letters	Twelve (12) TPC Letters were mailed. This is an increase of six (6) from Nov.	Open
Attorney Referral for Action	None for this month.	Closed
Courtesy Notices Issued	325 were issued for the month of December. This is a decrease of 163 from the 488 that were issued in November.	Info Only
Verbal Courtesy Notices Given	110 for December. This is an increase of 8 from November.	Info Only
Re-Sale Inspections	One (1) was completed for the month of December by the Standards Dept.	Info Only
Yard/Garage Sales	Thirteen (13) residents participated in December. Two without permits were asked to shut down.	Info Only

PROJECT MANAGEMENT

Public Safety Report	The fence and brick pillar at the corner Military Dr. W. and Creek Pebble was damaged by a hit and run driver on Dec 29, 2010. There were some incidents of minor theft and vandalism during December.	Info Only
Nature Trail	The initial trail was completed on December 11, 2010. since then the Boy Scouts have been back several time to do more work on the trail.	Info Only
Westcreek Gardens Parking	The office has received several complaints from residents who live on Pinafore St. in the Westcreek Gardens about two other residents who are parking upwards to ten vehicles on the street in front of other homes. I am working on an Executive Summary with some suggestions and projected costs to help fix this problem.	Open



Villages of Westcreek

Owners' Association

January 2011 Managers Report
Presented to Board of directors

Total Delinquent Assessments \$59,542.78

Physical plant

- One property lien originally filed for nonpayment of assessments has been paid and released.
- A sign to keep dogs out of the tot lot has been placed.
- Three Signs giving information and warning have been ordered for the new walking trail.
- Community Center landscape project complete.
- Snacks with Santa and Christmas decorating contests were both a success.
- The fence and Brick pillar at the corner of Military DR. and Creek Pebble were both damaged by a hit and run driver. We are in contact with both the owner and the Bexar County Sherriff regarding repairs.
- Sports park pool office ceiling enclosure project is complete. *enabling us to sell concessions.*

Personnel

- We are currently accepting applications for a grounds man position
- We have hired one additional standards monitor

Exclusive usage contracts

- Community center 5
- Pavilion party 1
- ID card Transactions 59

Home Transactions

- New 7
- Resale 5

Constant Contact Email Status Report December 2010

Date	Email	# of recipients	# of opens	# of website click-thru
12/1	Snacks with Santa	716	237	1
12/6	Wizards of Waverly	718	236	4
12/6	This Week in WC	718	286	3
12/8	Burn Ban	719	313	5
12/8	Fire Arms	719	348	1
12/13	This Week in WC	721	351	12
12/15	Crime Alert	721	431	7
12/16	Office Open	722	251	2
12/20	This Week in WC	730	339	5
12/21	Lighting Contest Winners	729	329	3
12/21	Lighting Participants	729	281	2
12/28	This Week in WC	749	346	3

As of Dec 31, 2010, there were 806 **subscriber** email addresses.

12395 Military Drive West, San Antonio, TX 78253

Office: 679-8761

Fax: 679-0040

2010 Delinquent

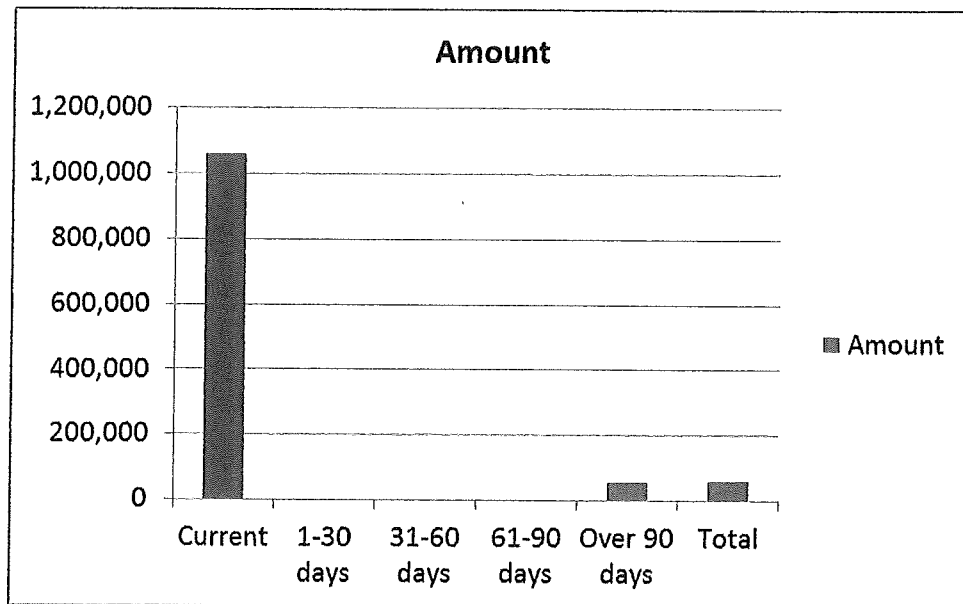
Assessments

Final

Days	H/O's	Amount
Current	2596	1,061,717
1-30 days	55	786.74
31-60 days	175	850.5
61-90 days	80	236.49
Over 90 days	414	57,669.05
Total	724	59,542.78

Current homeowner payments

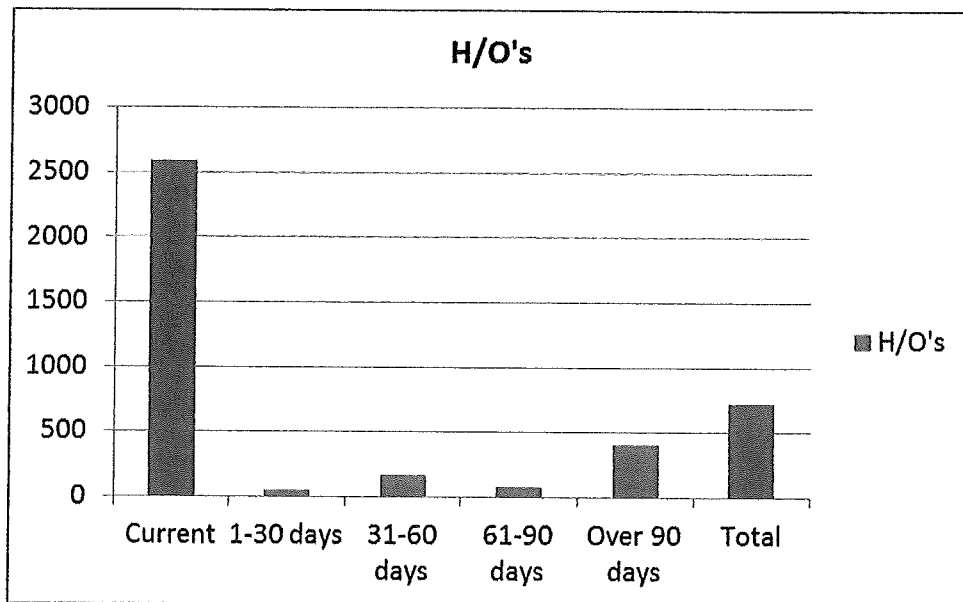
1,061,717.00



Days	H/O's
Current	2596
1-30 days	55
31-60 days	175
61-90 days	80
Over 90 days	414
Total	724

Delinquent total

59,542.78



1:48 PM
01/12/11
Cash Basis

Villages of Westcreek Owners Association
Balance Sheet
As of December 31, 2010

	Dec 31, 10
ASSETS	
Current Assets	
Checking/Savings	
1010 • Operating Accounts	
1010.5 • Chase Bank	
1010.51 • Operating - Checking	21,601.07
1010.52 • Receipts - Checking	66,822.20
1010.53 • Savings	22,932.24
Total 1010.5 • Chase Bank	111,355.51
Total 1010 • Operating Accounts	111,355.51
1011 • Reserve Accounts	
1011.1 • Bank of America (rep)	50,575.53
1011.2 • Kercheville & Company Inc (rep)	70,240.39
1011.5 • Edward Jones (imp)	38,058.38
Total 1011 • Reserve Accounts	158,874.30
Total Checking/Savings	270,229.81
Accounts Receivable	
1020 • Accounts Receivable	-117,691.28
Total Accounts Receivable	-117,691.28
Other Current Assets	
1021 • Interest Receivabl	34.19
1030 • Other Current Assets	
1031 • Petty Cash	300.00
1033 • Prepaid Insurance Premiums	15,041.35
Total 1030 • Other Current Assets	15,341.35
1040 • Undeposited Funds	13,911.52
1045 • Due from Operating Fund	53,713.05
1071 • Allowance For Doubtful Accts	-2,000.00
Total Other Current Assets	81,000.11
Total Current Assets	233,538.64
Fixed Assets	
1050 • Fixed Assets	
1051 • Bldgs & Equipt	
1051.1 • Accumulated Depreciation	-124,598.40
1051.2 • Grounds Equipment	8,403.96
1051 • Bldgs & Equipt - Other	273,616.30
Total 1051 • Bldgs & Equipt	157,421.86
1052 • Office Equipment	55,289.80
1053 • Accum Depreciation	-382,639.92
1055 • Phase II	
1055.1 • Phase II Land	250,000.00
1055.2 • Phase II Community Center	
1055.32 • Storage Unit	15,660.05
1055.34 • Ice Machine	1,989.10
Total 1055.2 • Phase II Community Center	17,649.15
Total 1055 • Phase II	267,649.15
Total 1050 • Fixed Assets	97,720.89
1056 • Community Center^	2,021,505.24
1057 • Community Center Furniture	14,578.52
1058 • Software	4,673.91

1:48 PM
01/12/11
Cash Basis

Villages of Westcreek Owners Association
Balance Sheet
As of December 31, 2010

	Dec 31, 10
1059 · Vehicle	
1059.10 · Silverado 1500	22,996.00
Total 1059 · Vehicle	22,996.00
Total Fixed Assets	2,161,474.56
Other Assets	
1037 · Chase CD	2,440.27
Total Other Assets	2,440.27
TOTAL ASSETS	2,397,453.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2040 · Credit Card	
2042 · Lowe's	153.92
2043 · Home Depot	828.22
Total 2040 · Credit Card	982.14
Total Credit Cards	982.14
Other Current Liabilities	
2020 · Other Current Liabilities	
2023 · Income Tax Payable	-1,200.00
Total 2020 · Other Current Liabilities	-1,200.00
2100 · Payroll Liabilities	
2160 · Texas Workforce Commission	156.43
2170 · Federal Unemployment	127.75
Total 2100 · Payroll Liabilities	284.18
Total Other Current Liabilities	-915.82
Total Current Liabilities	66.32
Long Term Liabilities	
2022 · Due to Reserve Fund	53,713.05
2200 · Long Term Notes Payable	
2211 · Construction Loan - Comm Nat'l	1,412,925.57
2212 · JP Morgan Chase	-122.18
Total 2200 · Long Term Notes Payable	1,412,803.39
Total Long Term Liabilities	1,466,516.44
Total Liabilities	1,466,582.76
Equity	
2031 · Retained Earnings	-171,774.36
3000 · Fund Balance	
3010 · Reserved	
3011 · Capital Improvement	15,364.60
3012 · Contingency	3,000.00
Total 3010 · Reserved	18,364.60
3020 · Unreserved	
3021 · Operating Fund	756,543.93
3022 · Replacement Fund	147,236.00
Total 3020 · Unreserved	903,779.93
Total 3000 · Fund Balance	922,144.53

1:48 PM
01/12/11
Cash Basis

Villages of Westcreek Owners Association
Balance Sheet
As of December 31, 2010

	Dec 31, 10
Net Income	180,500.54
Total Equity	930,870.71
TOTAL LIABILITIES & EQUITY	2,397,453.47

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	4,934.59	500.00	4,434.59
4170 · Program Fees			
4170.01 · Special Events & Monthly Activi	431.00		
4170.04 · Basketball	0.00		
4170.06 · Soccer	8,410.50		
4170.07 · Oktober Fest	982.00		
4170.08 · Christmas Bazaar	1,522.90		
4170.09 · Swim Lessons	7,506.50		
4170.10 · Water Aerobics	2,388.02		
4170.11 · Muscle Toning	821.40		
4170.12 · Kick Boxing	3,138.50		
4170.14 · Karate	2,283.24		
4170.18 · Tennis	385.00		
4170.19 · Smash	4,357.88		
4170.20 · Scrapbookers	50.74		
4170 · Program Fees - Other	4,679.94	14,000.00	-9,320.06
Total 4170 · Program Fees	<u>36,957.62</u>	<u>14,000.00</u>	<u>22,957.62</u>
5000 · Revenue			
5001 · Prepaid Assessments consum'd	0.00	-49,561.00	49,561.00
5010 · Ownr Asmts	936,146.73	934,360.00	1,786.73
5020 · Bldr Asmts	16,756.00	25,844.00	-9,088.00
5030 · Dvlpr Asmts	426.00	2,343.00	-1,917.00
5040 · Interest			
5041 · Cash Account Interest	170.87	500.00	-329.13
5042 · Late Fee Finance Charge	5,929.67	2,500.00	3,429.67
Total 5040 · Interest	<u>6,100.54</u>	<u>3,000.00</u>	<u>3,100.54</u>
5050 · Collection/NSF Costs	3,465.00	1,500.00	1,965.00
5060 · Pool Revenue			
5063 · Pool Usage Fee	1,970.00	2,000.00	-30.00
5065 · Photo ID's	2,407.90	1,000.00	1,407.90
5066 · Party Lifeguard	3,110.00	1,000.00	2,110.00
Total 5060 · Pool Revenue	<u>7,487.90</u>	<u>4,000.00</u>	<u>3,487.90</u>
5070 · Rent	0.00	2,000.00	-2,000.00
5080 · Resale Info			
5081 · Resale Certificate	12,200.00	17,074.00	-4,874.00
5083 · Transfer/Refinance Fees	9,665.00	13,074.00	-3,409.00
Total 5080 · Resale Info	<u>21,865.00</u>	<u>30,148.00</u>	<u>-8,283.00</u>
5000 · Revenue - Other	0.00	15,000.00	-15,000.00
Total 5000 · Revenue	<u>992,247.17</u>	<u>968,634.00</u>	<u>23,613.17</u>

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
5090 · Yard Sales	2,565.00		
5100 · Newsletter Advertisement	2,476.00	1,000.00	1,476.00
5400 · Pavilion Rental	6,267.75	5,000.00	1,267.75
5600 · Fence Repair Reimbursement	10.00		
5800 · Community Center			
5805 · Community Center Rental	14,814.50		
5806 · SO Monitor	5,104.94		
5807 · CC Cleaning	4,515.00		
5800 · Community Center - Other	-790.00	18,000.00	-18,790.00
Total 5800 · Community Center	<u>23,644.44</u>	<u>18,000.00</u>	<u>5,644.44</u>
Total Income	<u>1,069,102.57</u>	<u>1,007,134.00</u>	<u>61,968.57</u>
Gross Profit	1,069,102.57	1,007,134.00	61,968.57
Expense			
8000 · Operating Expenses			
8110 · Corp Expns			
8110.01 · Annual Mtng	508.12	350.00	158.12
8110.02 · Board Education	75.00	500.00	-425.00
Total 8110 · Corp Expns	<u>583.12</u>	<u>850.00</u>	<u>-266.88</u>
8120 · Admin & Finance			
8121 · Bank Chrgs	6,422.46	4,400.00	2,022.46
8122 · Due & Subscptns	1,166.42	775.00	391.42
8123 · Record Storage	600.00	600.00	0.00
8124 · Acctng Svcs	14,700.00	14,700.00	0.00
8125 · Consulting Expns			
8125.01 · A/R Legal Fees	271.33	500.00	-228.67
8125.02 · Othr Legal	12,532.52	7,000.00	5,532.52
8125.03 · Audit & Tax Prep	3,300.00	3,500.00	-200.00
8125.04 · Othr Prof Consult	0.00	1,000.00	-1,000.00
Total 8125 · Consulting Expns	<u>16,103.85</u>	<u>12,000.00</u>	<u>4,103.85</u>
8126 · Postage			
8126.01 · Gen Ofc	8,029.44	8,000.00	29.44
8126.02 · Newsltr	281.63	1,000.00	-718.37
8126 · Postage - Other	35.00		
Total 8126 · Postage	<u>8,346.07</u>	<u>9,000.00</u>	<u>-653.93</u>
8127 · Printing and Copying			
8127.01 · General Office	2,865.31	300.00	2,565.31
8127.02 · Newsletter	154.79		

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2010

	Jan - Dec 10	Budget	\$ Over Budget
8127 · Printing and Copying - Other	0.00	3,500.00	-3,500.00
Total 8127 · Printing and Copying	3,020.10	3,800.00	-779.90
8128 · Notes Payable - Comm Ctr Int	117,924.49	160,000.00	-42,075.51
Total 8120 · Admin & Finance	168,283.39	205,275.00	-36,991.61
8130 · Operating & Maint			
8131 · Utilities			
8131.01 · Electric	34,335.69	38,000.00	-3,664.31
8131.02 · Water/Sewer	16,399.64	16,000.00	399.64
8131.03 · Phone	6,827.60	7,000.00	-172.40
Total 8131 · Utilities	57,562.93	61,000.00	-3,437.07
Total 8130 · Operating & Maint	57,562.93	61,000.00	-3,437.07
8140 · Ins & Taxes			
8140.01 · Liab & Prop Damage	32,812.03	33,000.00	-187.97
8140.02 · D & O	7,766.00	7,060.00	706.00
8140.03 · Workman's Comp	4,508.41	5,700.00	-1,191.59
8140.04 · Fidelity Bond	0.00	1,100.00	-1,100.00
8140.05 · Corp & Prop Taxes	1,280.60	2,000.00	-719.40
8140.06 · Employer Payroll Taxes	30,490.32	28,000.00	2,490.32
8140.07 · Business Auto	0.00	2,200.00	-2,200.00
Total 8140 · Ins & Taxes	76,857.36	79,060.00	-2,202.64
Total 8000 · Operating Expenses	303,286.80	346,185.00	-42,898.20
8200 · Administration			
8210 · Salaries			
8210.01 · Payroll Expenses	2,262.21		
8211 · Managerial Salaries			
8211.01 · Manager	49,519.45	47,040.00	2,479.45
8211.02 · Assistant Manager	34,402.28	33,000.00	1,402.28
Total 8211 · Managerial Salaries	83,921.73	80,040.00	3,881.73
8212 · Administrative Salaries			
8212.01 · Administrative Assistants	52,455.57	50,980.00	1,475.57
8212.02 · Standards Coordination	29,120.00	29,120.00	0.00
8212.04 · Standards Compliance Monitors	36,943.27	38,688.00	-1,744.73
Total 8212 · Administrative Salaries	118,518.84	118,788.00	-269.16
8210 · Salaries - Other	0.00	500.00	-500.00
Total 8210 · Salaries	204,702.78	199,328.00	5,374.78

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
8220 · Operations			
8220.01 · Licenses & Permits	213.60	250.00	-36.40
8220.02 · Equipment Purchases	1,396.70	500.00	896.70
8220.03 · Travel Expenses	6,102.30	6,000.00	102.30
8220.04 · Parking	90.79	50.00	40.79
8220.05 · Meals	54.47	150.00	-95.53
8220.06 · Education Expenses	600.00	2,000.00	-1,400.00
8220.09 · Office Supplies	3,302.45	3,000.00	302.45
8220.10 · Equipment Rental	7,948.85	9,000.00	-1,051.15
8220.11 · Software and Computer Periphera	3,266.43	3,000.00	266.43
8220.12 · Misc Admn Exp	2,021.97	3,000.00	-978.03
8220.13 · Signage	1,534.25	1,000.00	534.25
8220.14 · CC Maint & Repair	2,177.58	500.00	1,677.58
8220.15 · News Layout/Ed.	2,688.16	2,800.00	-111.84
8220.16 · Yard Sales	15.00		
8221 · Monitoring			
8221.01 · Services SP	16,793.75	17,634.00	-840.25
8221.02 · Sevices CC	5,200.00	500.00	4,700.00
8221.03 · Party Monitoring	3,706.88	500.00	3,206.88
Total 8221 · Monitoring	<u>25,700.63</u>	<u>18,634.00</u>	<u>7,066.63</u>
Total 8220 · Operations	57,113.18	49,884.00	7,229.18
8230 · Scheduled Service Contracts			
8230.01 · Loss Control	2,862.19	2,400.00	462.19
8230.02 · Landscape	52,373.00	60,000.00	-7,627.00
8230.03 · Pest Control	23.66		
8230.04 · Trash Removal	3,189.23	3,120.00	69.23
8230.06 · Pool Maintenance & Management	24,231.63	28,000.00	-3,768.37
8230.07 · Community Center Contracts	168.00		
8230.08 · Janitorial Contract-Spec Cleang	4,861.26	2,700.00	2,161.26
8230.09 · Weekly Janitorial Contract CC	11,809.93	11,300.00	509.93
8230.10 · Comm Ctr HVAC Main Contr	1,348.22	1,300.00	48.22
8230.11 · Com Str Fire/Burglar Alarm	2,162.65	1,100.00	1,062.65
Total 8230 · Scheduled Service Contracts	<u>103,029.77</u>	<u>109,920.00</u>	<u>-6,890.23</u>
8200 · Administration - Other	<u>0.00</u>		
Total 8200 · Administration	364,845.73	359,132.00	5,713.73
8300 · Maintenance			
8310 · Salaries			
8311 · Maintenance Supervisor	29,120.00	29,120.00	0.00
8312 · Field Foreman	22,789.70	22,880.00	-90.30
8313 · Groundskeeper/Labor	18,252.50	20,800.00	-2,547.50

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2010

	Jan - Dec 10	Budget	\$ Over Budget
8314 • Pavilion Attendant	0.00	2,000.00	-2,000.00
Total 8310 • Salaries	70,162.20	74,800.00	-4,637.80
8320 • Operations			
8320.01 • Plumbing	575.34	1,500.00	-924.66
8320.02 • Irrigation	438.11	1,000.00	-561.89
8320.03 • Landscaping	913.31	3,000.00	-2,086.69
8320.04 • Electrical/Lighting	2,684.93	5,000.00	-2,315.07
8320.05 • Clock Tower Mx	400.00	300.00	100.00
8320.06 • Parking Lot/ Street Repair	-2,321.82	500.00	-2,821.82
8320.07 • Vandalism Expense	890.23	3,000.00	-2,109.77
8320.08 • Park Fence/Gate Mx	109.12	1,000.00	-890.88
8320.09 • Major Street Fences	11,716.63	14,000.00	-2,283.37
8320.10 • Natural Area Maintenance	26.29	500.00	-473.71
8320.11 • Improved Area Maintenance	932.96	1,500.00	-567.04
8320.12 • Operating Supplies	4,325.62	3,200.00	1,125.62
8320.13 • Tools/Equipment	709.83	2,500.00	-1,790.17
8320.14 • Uniforms/Safety	1,461.37	1,000.00	461.37
8320.15 • Equipment Repairs	1,085.40	1,000.00	85.40
8320.16 • Maintenance Truck Loan Interest	1,169.32	5,700.00	-4,530.68
8320.17 • Pest Control Supplies/Treatment	201.79	2,000.00	-1,798.21
Total 8320 • Operations	25,318.43	46,700.00	-21,381.57
Total 8300 • Maintenance	95,480.63	121,500.00	-26,019.37
8400 • Recreation Department			
8410 • Salaries			
8411 • Office			
8411.01 • Recreation Director	29,120.00	29,120.00	0.00
8411.02 • Assistant Recreation Director	5,942.25	9,360.00	-3,417.75
Total 8411 • Office	35,062.25	38,480.00	-3,417.75
8412 • Pool Operation			
8412.02 • Head Lifeguard	5,537.50	7,680.00	-2,142.50
8412.03 • Lifeguards	24,639.66	32,000.00	-7,360.34
8412.04 • Gate Guards for Pool	11,403.75	12,500.00	-1,096.25
8412.05 • Swim Lessons	2,345.00	2,400.00	-55.00
8412.06 • Pool Party Payroll	2,947.50		
Total 8412 • Pool Operation	46,873.41	54,580.00	-7,706.59
Total 8410 • Salaries	81,935.66	93,060.00	-11,124.34
8420 • Programs			
8420.01 • Special Events & Mntly Activ	2,083.04	1,000.00	1,083.04

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2010

	Jan - Dec 10	Budget	\$ Over Budget
8420.02 · Annual Barbeque	3,983.53	4,000.00	-16.47
8420.03 · Holiday Decoratin Contest	0.00	250.00	-250.00
8420.04 · Rummage Sales	106.22	100.00	6.22
8420.06 · Operational Supplies	1,085.78	1,500.00	-414.22
8420.07 · Safety Day	0.00	250.00	-250.00
8420.09 · Soccer	5,186.67		
8420.10 · Volleyball	0.00	100.00	-100.00
8420.11 · Sports Equipment	734.00	1,000.00	-266.00
8420.12 · Uniforms	1,306.87	500.00	806.87
8420.13 · Signage	528.22	750.00	-221.78
8420.14 · Oktoberfest	1,988.95	2,000.00	-11.05
8420.15 · Christmas Bazaar	154.04		
8420.18 · Kickboxing	2,207.63		
8420.19 · Tri-athlon	237.14		
8420 · Programs - Other	540.06		
Total 8420 · Programs	20,142.15	11,450.00	8,692.15
 8430 · Pool			
8430.01 · Pump Mx	440.90	500.00	-59.10
8430.02 · Pool and Deck Repair	542.14	500.00	42.14
8430.03 · Bath House and Cabana Rep	123.38	500.00	-376.62
8430.04 · Misc Pool Exp/Furniture	57.35	1,000.00	-942.65
Total 8430 · Pool	1,163.77	2,500.00	-1,336.23
 Total 8400 · Recreation Department	103,241.58	107,010.00	-3,768.42
 8500 · Misc. & Contingency			
8510 · Admin Expenses Contingency	0.00	2,000.00	-2,000.00
8520 · Uncollectible Exp			
8520.01 · Assessments	2,919.98	9,344.00	-6,424.02
8520.04 · Legal Fees	0.00	5,000.00	-5,000.00
Total 8520 · Uncollectible Exp	2,919.98	14,344.00	-11,424.02
 Total 8500 · Misc. & Contingency	2,919.98	16,344.00	-13,424.02
 8980 · Depreciation Expense	124,598.40		
9500 · Reserved Funds			
9520 · Capital Replacement Rsrv			
9520.01 · Catch up/payback	0.00	9,000.00	-9,000.00
9520 · Capital Replacement Rsrv - Other	13,560.40	33,188.00	-19,627.60
Total 9520 · Capital Replacement Rsrv	13,560.40	42,188.00	-28,627.60
 9530 · Capital Improvement Rsrv	9,160.90	15,000.00	-5,839.10
Total 9500 · Reserved Funds	22,721.30	57,188.00	-34,466.70

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Expense	<u>1,017,094.42</u>	<u>1,007,359.00</u>	<u>9,735.42</u>
Net Ordinary Income	<u>52,008.15</u>	<u>-225.00</u>	<u>52,233.15</u>
Net Income	<u><u>52,008.15</u></u>	<u><u>-225.00</u></u>	<u><u>52,233.15</u></u>

Communication Committee Minutes
Jan. 9, 2011

In attendance:

Bill Fenstermacher
Jean Woodward
Ken Lemanski
Michelle de Jongh

Cheryl Drupiewski
Gene and Barbara Hopkins
Guy Oliver
Joyce Oliver

Meeting called to order at 5:06 p.m.

Ken said he gave the board the attached list of recommendations. They want more concrete prices on them.

Constant Contact list has increased to almost 800 now.

Ken asks Guy to take photos to make a slide show on the web site.

There was discussion about moving the web site and updates to in-house.

Next meeting is Jan. 23.

Adjourned at 5:55.

Villages of Westcreek Owners' Association

Minutes of Election Committee Meeting

9 Jan 2011

1. The meeting was called to order at 4:00 PM on Sunday, 9 Jan 2011. Members present were:

Judi Cannon – Chair
Jean Woodward – Vice Chair
Cheryl Drupiewski - Secretary
Bill Fenstermacher
Guy Oliver
Joyce Oliver
Gene Hopkins

2. Old business: The committee continued to edit the notice and absentee ballot format for mailing. Final edits were made and the proposed format will be provided to the board for approval at the next executive session.

3. New business: The committee discussed a format for the cover notice to go out with the absentee ballot notice. Bill Fenstermacher volunteered to draft it and send it to Judi Cannon before the next executive board meeting, so it can be considered along with the ballot.

4. The committee discussed processes to be used for absentee voting, proxy voting, and voting at the annual meeting. The following proposals will be submitted to the board for their consideration:

a. Absentee Voting: All absentee ballots must be received NLT 5:00 PM, April 14, 2011. Ballots will be placed in the locked ballot box, unopened, until April 15th. On that date (time to be determined, but during normal office hours), the box will be opened in the presence of the Elections Committee members, two impartial homeowners in good standing, and two members of the office staff. Each voter's name and address will be checked against office records to ensure the member is in good standing. There is a box to be used to document that on the ballot. No votes will be tabulated at this time. Ballots from members in good standing will be returned to the ballot box in a sealed envelope so marked, and those not in good standing will be placed in a separate sealed envelope, also so marked. The ballot box will once again be locked and sealed until opened on election night. No additional absentee ballots will be accepted. To ensure 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.

b. Proxy Voting: 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.

c. Election Night Voting: Due to the exceptionally long lines and time it took to check voters in at the annual meeting in 2010, the Election Committee strongly recommends the Community Center be opened for registration/check-in from 4:00 PM until 6:30 PM. That will allow members to check in early and either stay, or return for the meeting at 7:00 PM. Ballots would not be issued during early registration, but rather a slip with the member's name and street address stating good standing would be given. That slip would be presented at the door in exchange for the ballot just before the meeting starts.

d. As an alternative to early registration/check-in, the Election Committee requested the board consider allowing early voting from 12 noon until 4:00 PM on election day. This would allow those

who could not attend the annual meeting, and did not vote absentee for some reason, to cast their votes. If allowed, those ballots would be dropped into the locked ballot box and counted after all voting is complete.

e. Bill Fenstermacher made a suggestion that the annual meeting be opened with the posting of the colors by a local ROTC color guard and singing of the National Anthem. The rest of the committee thought it was a good idea.

5. The committee agreed to meet again on Sun, 23 Jan, at 4:00 PM.
6. There being no other business, the meeting was adjourned at 5:05 PM.

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