



Villages of Westcreek
Owners' Association
Special Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

I. OPEN MEETING: The Special Meeting of the Board of Directors was called to order by the President at 7:00 p.m., Thursday, May 1st, 2011. The special meeting was requested by a board member to address security issues at the pools.

Board Members Present:

John Steele, President	Judi Cannon, Treasurer
Kenneth Fowler, Secretary	Richard Gentry, Asst. Secretary
Kevin Drummonds, 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:

Guy Oliver	Joyce Oliver	Rick Severs	Bill Fenstermacher
Jean Woodward	Grace Myers	Christa Lane	Julie Bollinger
Rachel Jefreyes	Whittaker	Alicia Bodenstein	Eugene Hopkins
Jonathan Gwishdalla	Matthew Black	Michele Garcia	Denise Mann
Michelle Ezparza	Jorge Esparza	Roger Torres	Sandi Torres
Lora Studley	Lindsey Pyle	Michael Ingaroiola	Michael Wilson
Beth Spanton	Denise Czaja		

II. OPEN FORUM:

1. Mr. Steele introduced Mr. Tom Newton Jr., VWOA Attorney. Mr. Newton began the meeting by explaining why the VWOA needed a waiver letter signed by VWOA members prior to pool use. Additionally, he explained the legal authority and protection the signed letter would give VWOA and its members. The waiver letter is a document to be signed by association members before using the pools when it opens. The letter was designed to protect the association against a broad range of potential law suits. Mr. Steele opened the member's forum. There were a variety of questions from a number of members focused on the waiver letter and what was the purpose of everyone signing it. Mr. Newton, Mr. Steele and Mr. Drummonds explained that the purpose of the waiver letter would serve as added protection from a law suit against the association. Mr. Newton explained that state law regarding non-profit organizations would limit liability to the extent of our liability insurance carried by the VWOA and that we have insurance that would pay for suits files because of accidents and/or mistakes that cause injuries. The discussions led to a motion of the board to eliminate the waiver letter requirement for pool access and it was seconded. The vote of the board was 4 to 1 to eliminate the waiver requirement, with Mr. Drummonds being the one dissenting vote.

2. The next security concern brought by Mr. Gentry was lifeguards at each pool during open hours to ensure safety. As it stands the sports park pool will only have a CPR certified gate guard. A few members expressed their concern they felt having no lifeguard would dramatically increase the chance for accidents and/or drowning and could create a potential unsafe environment. Other individuals expressed their opinion that they wanted the freedom to use the pools more and didn't need lifeguards to feel safe. Mr. Steele gave a vivid description of the budget that was agreed upon at the annual budget meeting. The budget is very tight and the Strategic Planning Survey resulted in a priority list based on the survey that was sent to all of the homeowners. The VWOA cannot afford to maintain lifeguards at each pool and provide the extended number of hours as recommended by the committee and approved by the Board. The only way to balance the budget and continue to have lifeguards at both pools during operating hours would be to raise association dues. A request to raise dues was brought to a vote at the budget meeting and based on the attending members response the proposal to raise dues were denied. Mr. Drummonds explained that this issue

was not just about the cost of lifeguards and has been addressed and readdressed. Members on both sides of the issue were heard in a survey and on an Adhoc Pool Committee, after which a compromise was reached to appease both views and this was the most effective solution for the VWOA and its members. The discussion was concluded with a motion of the Board to add lifeguards to both pools at all hours of operation and it was seconded. A vote was taken and 1 (Mr. Gentry) to 3 and 1 (Mr. Fowler) abstained, request to add guards was denied.

3. The final question from a member present was "what is the total dollar amount of overdue assessments?" The dollar amount given by Mr. Steele was approximately \$135,000. He also said historical data shows more people pay their assessments in the summer so they can use the pool. The VWOA is actively pursuing the money and in some cases taking legal action as appropriate.

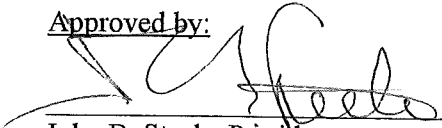
III. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:30 p.m. At 8:35 p.m. Ms. Cannon motioned to adjourn the meeting; it was second and the meeting was adjourned.

Written by:

Kenneth O. Fowler, Secretary

Date: _____


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

REGULAR BOARD OF DIRECTORS MEETING

AGENDA

**Thursday, 7 p.m.,
May 19, 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-tabled.
 - D. Greenbelt Wildfire Plan-Tabled
- 6. New Business.**
 - a. Security Video Cameras for Sports Park Pool
 - b. _____
- 7. Schedule next monthly meeting.**
- 8. Adjournment.**

Approved 4/6
-Judy Cannon

**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, May 19th, 2011. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Meeting minutes for the April Regular Monthly Meeting (dated April 15th, 2011) were reviewed and approved by a vote of 4/0.

Board Members Present:

John Steele, President

Judi Cannon, Treasurer

Kevin Drummonds, Vice-President

Richard Gentry, Asst. Secretary

Board Members Absent: Kenneth Fowler, Secretary

Staff Present:

Brenda Tate, Community Manager

DeAdra Harston, Recreation Superintendent

Oswald Willis, Asst. Community Manager

Ken Lemanski, Standards Superintendent

Freddy Gavia, Maintenance Superintendent

Members Present:

Bill Fenstermacher

Tim Breen

Besecker

Alicia Bodenstein

Lan Washington

Basleo Hopkins

Jerry Washington

Jennifer Whittiker

Roger Torres

John Parson

Veronica Champagne

Larry Champagne

Lori Hyatt

II. OPEN FORUM:

Mr. Steele opened the Member's forum. Jerry Washington asked about the maintenance on the field behind his house. TXDOT reportedly did not have the man power to address it. Association will contact TXDOT concerning the issue his address is has been recorded. Alicia Bodenstein brought up the issue of the muscle toning class being displaced do to the summer classes that with the education enrichment program approved by the board in the previous meeting. Board decided that the muscle toning class would continue as is and that the enrichment program would work around them. Tim Breen brought up the issue of tall grass and graffiti by the mail boxes on Creek Knoll. Board informed him that we will take care of the grass, but the graffiti on the fence is the homeowner's responsibility.

III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: A written report was provided and is attached to these minutes. DeAdra Harston brought up the issues of chairs breaking at the pool. No action taken. **Closed**
- b. Maintenance Department: A written report was provided and is attached to these minutes. **Closed**
- c. Standards Department: A written report was provided and is attached to these minutes. The question was raised concerning lawn maintenance. Ken addressed the question. No further action. **Closed**
- d. Community Management Department: Mrs. Tate provided a written report and is attached to these minutes. She reported that on the status of the hog trapping. **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 eighteen (18) PIA submissions were received with seventeen (17) being approved, one (1) disapproved., and one (1) variance allowed. Disapproval was due to lack of information and the shed was too big. **CLOSED.**
- f. Finance Committee: A written report was provided and is attached to these minutes and reviewed.

- g. Landscaping Committee. No action taken this month.
- h. Nominating Committee. No actions taken this month. Looking into closing committee.
- i. Communications Committee. A written report (attached) was provided. We were briefed by an committee member, and informed that the constant contact list is currently over 1063Members. **CLOSED.**
- j. Public Safety Committee. Suspicious vehicle reported at the park pool. Staff was directed to contact sheriff's department if future instances occur. **CLOSED.**
- k. Ad Hoc Pool Committee: No new information
- l. Ad Hoc By-Law and Administrative Resolution Review Committee: No new information.
- m. Strategic Planning Committee: Still working on committee.

IV. UNFINISHED BUSINESS:

- a. Ad Hoc Pool Committee proposals for 2011:
 - 1) Electronic Gates/key cards. Cost being researched. **TABLED.**
 - 2) Electronic Gate for Sports Park. Mr. Drummonds provided a quote to the Board via email and reminded them that they should take a look at it for future meetings. **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.**

V. NEW BUSINESS:

- a. Security cameras requested for the park pool. Board approved the purchase of the cameras, not to exceed \$1000. Closed

VI. The Next Meeting: The next regular meeting will be held on Thursday, June 23rd, 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 9:45 p.m.

Written by:

KENNETH O. FOWLER, Secretary

Date: _____

Approved by:

JOHN B. STEELE, President

Date: _____

Posted in the VWOA Book of Minutes by:

BRENDA TATE
Community Manager, VWOA

Date: _____

PARKS AND RECREATION APRIL 2011 REPORT

Board of Directors Meeting – May 19, 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 48 participants.
- d. **Muscle Toning** – Monday, Wednesday, Friday. With 8 participants.
- e. **Water Aerobics** – will start once we have at least 6 participants registered for the class. The night water instructor is on board for teaching at 8:00 pm, Lori Phelps. Waiting to receive a copy of her current CPR card.

II. Events

- a. **Easter Egg Hunt** – Saturday, April 16 at 9:00 am in the Park.
Was a huge success. We had anywhere from 280 to 300 youth. Fantastic turn out!
- b. **Annual Meeting** – Thursday, April 21
Mr. Gene Dormus and his ROTC group did a fantastic job. They said they'd come again.
- c. **Annual Picnic/Health Fair** – May 21, 2011, 11:00 am – 3:00 pm
This Saturday. We have a train, horses, and a party wagon coming to the event. We will serve food from Grady's bar-b-que, snow cones and sodas. We have 14 vendors registered as of 5/10/11. Hoping to have at least 20 vendors come. Brennan High and Luna students are volunteering. I have several VWOA adults who have volunteered to help.

III. Pools

- a. **Pool Chairs** –
Chairs were ordered on Thursday, May 31, 2011, from Alumatech Manufacturing, Inc. The chairs arrived. The new chairs will be housed at the community center pool. I suggest we plan to buy new chairs for the Park Pool next year. The Park Pool has 25 lounge chairs and 20 up-right chairs. Last year the Park Pool had 15 lounge and 12 up-right chairs.

Maintenance Department Monthly Report
April 2011
Maintenance Supervisor
Freddie Gavia

Equipment Status:

- Poulon Pro Chain Saw required minor repairs-operational.
- Cub Cadet string trimmer-worn clutch, the head barely turns. Turned in to Dewinne's for estimate and / or repair.

Projects in Progress:

- Fence staining is still in progress. Westcreek View-Talley Rd. to Macey Trail complete.
- 50 x 5 gallon cans used. 30 cans remain.
- Install shower at the Community Center Pool.

Completed Projects and Repairs:

- Sports Park pool deck expansion joints repairs are complete.
- Sports Park pool-cleaned and painted the chemical room. Installed new light fixtures.
- Sports Park pool-other repairs and clean up in anticipation of pool opening.
- Repainted stripes in the Community Center parking lot.

Future Projects:

- Develop cost estimate for sealing/staining the cedar around the Community Center building.
- 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.
- Shelving for Community Center storage room.

STANDARDS DEPARTMENT REPORT

REPORT FOR THE VWOA BOARD OF DIRECTORS FOR THE MONTH OF APRIL 2011
Presented to the BOD on May 19 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	Forty-eight (48) were approved and nine (9) were not approved for April.	Info Only
Staffing/Personnel	Fully staffed with seven (7) part time Standards Monitors. One new Monitor was hired. One Monitor did resign.	Closed
Texas Property Code Letters	Fourteen (14) TPC Letters were mailed. This is an increase of eight (8) from March.	Open
Attorney Referral for Action	None for this month.	Closed
Standards Violations Documented	695 violations of our standards were noted in the month of April. Some Courtesy Notices have more than one standards violation documented on the form.	Info Only
Personal Contact and Education	144 for the month of April. Some residents may have had more than one standards issued addressed to them on one visit or contact session. In some instances a renter may have had personal contact but the homeowner was sent the Courtesy Notice. This would depend on the nature of the violation and if it was an issue for the renter to take care of or the homeowner.	Info Only
Re-Sale Inspections	Five (5) were completed for the month of April by the Standards Department.	Info Only
Yard/Garage Sales	Thirty-two (32) residents participated in April. One unauthorized sale was closed.	Info Only

PROJECT MANAGEMENT

Public Safety Report	The reports of tagging we have received have been in the Vista's. I have passed this information on to one of our COP Volunteers who is also a reserve Sheriff's Deputy. Pictures has also been passed on to the Northside ISD Police Dept.	Info Only
Trash Day II	Bexar County will provide two containers for scrap metal and ten 30 yd dumpsters at no charge to the association. This is scheduled for Saturday, June 18 from 8 am until 12 noon or until all of the dumpsters are full. They will deliver all of the containers on Friday and pick them up on Monday.	Info Only
Westcreek Oaks Drive Dead End	The installation of the barricade/gate is complete.	Closed
Graffiti Cover Up	Thirteen Juvenile Probationers and two Supervisors painted the bridge adjacent to the Sports Park on Saturday, April 2 and on Saturday April 16, they painted under the bridge on Westcreek Oaks Drive, the cement drain in the Estates and the bridge between The Pointe and Quail Meadows on Westcreek Oaks Drive. The officer in charge has kept in contact with me to bring them out again if we need their help.	Info Only



Villages of Westcreek

Owners' Association

Community Managers Report
For April 2011
Presented to the
Villages of Westcreek
Board of Directors
May 19, 2011

Physical Plant

- Texas Wild Hogs unlimited has been contracted to help rid the Sports Park and the area behind the community center of wild hogs.
- The windscreens around the tennis courts and the tennis court netting were all in extremely poor shape replacements have been ordered and should be in place prior to the end of the month.
- The Emergency phone at the Sports Park pool has been repaired.
- The malfunctioning pool pumps two at the sports park and one at the kiddie pool at the community center have all been repaired.
- The sports park pool deck repairs are complete.
- The fence surrounding the Basketball court has been repaired.

Business

- The Villages of Westcreek is currently accepting applications for Lifeguards Gate guard's Party monitors and grounds man. Please stop by the office if you are interested in any one of these positions.

Exclusive Usage Contracts

- Pavilion parties 8
- Community center 8

Closings

New 4
Resale 3

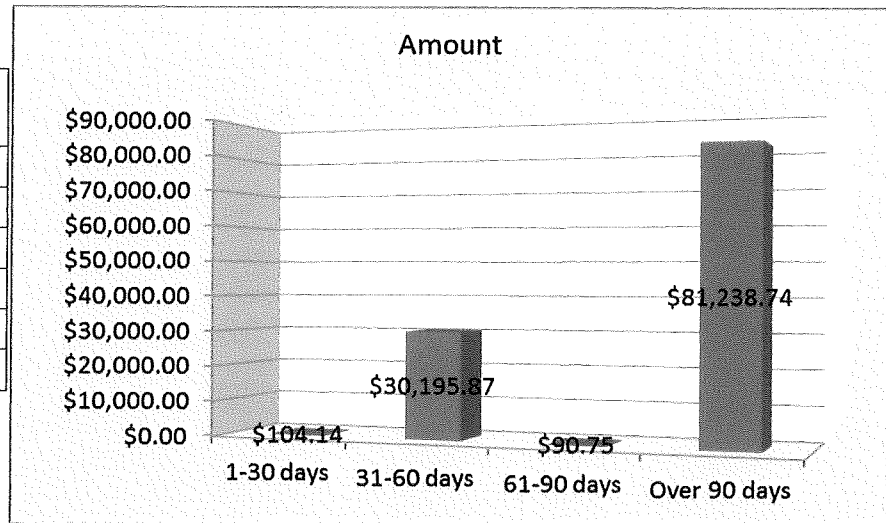
As of Apr 30, 2011, there were **1044 Constant Contact subscriber** email addresses

Date	Email	# of recipients	# of opens	# of website click-thru
4/4	This Week in WC	1023	447	14
4/4	Yard Sales	1024	393	7
4/6	Wild Fire Threat	1026	471	7
4/11	This Week in WC	1028	477	10
4/12	Water Restrictions	1030	472	12
4/13	Office Hours	1030	375	6
4/18	This Week in WC	1032	485	80
4/22	Election Results	1038	435	11
4/25	This Week in WC	1040	471	24
4/26	Volunteer Luncheon	1043	363	1
4/27	Wild Boars	1043	486	10
4/28	Special Board Meeting	1044	347	6

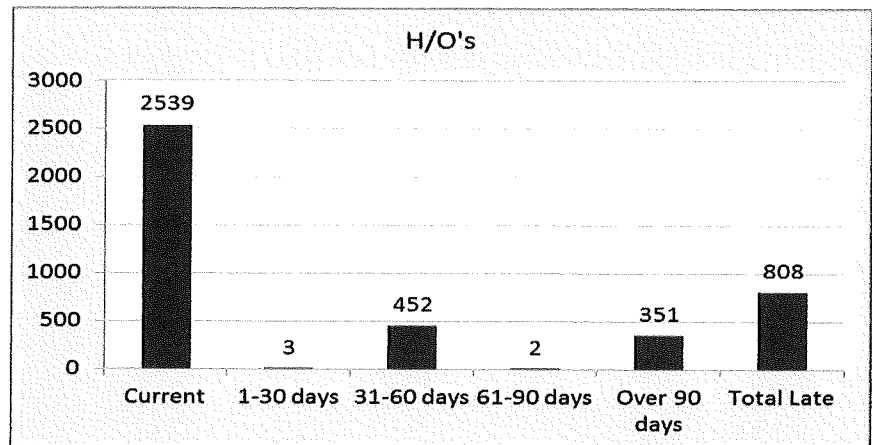
2011 Delinquent Totals

Days	H/O's	Amount
Current	2539	\$180,269.00
1-30 days	3	\$104.14
31-60 days	452	\$30,195.87
61-90 days	2	\$90.75
Over 90 days	351	\$81,238.74
Total	808	\$111,629.50

Current homeowner payments
\$180,269.00

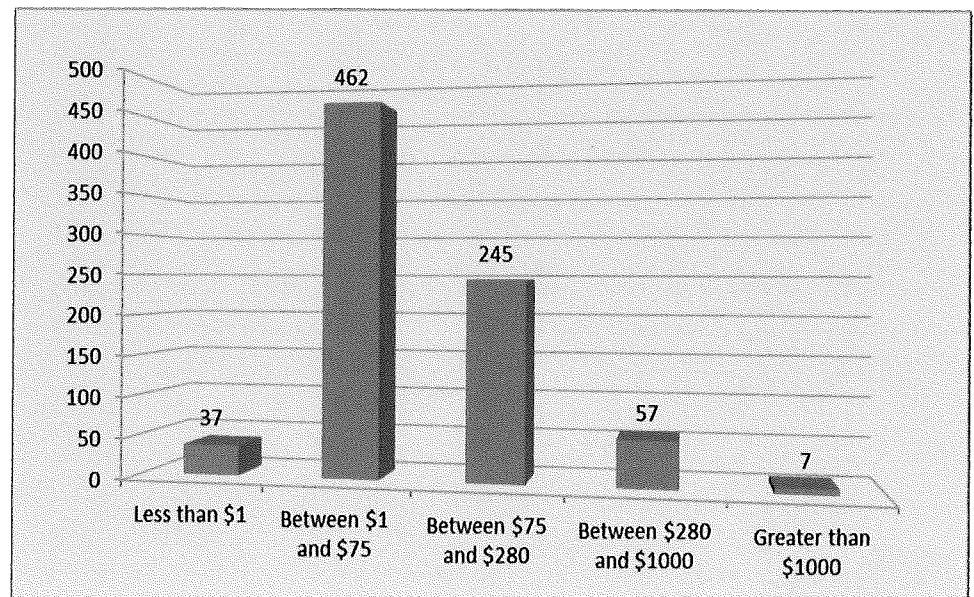


Days	H/O's
Current	2539
1-30 days	3
31-60 days	452
61-90 days	2
Over 90 days	351
Total Late	808



Delinquent total ytd
111,629.50

Amount	H/O's
Less than \$1	37
Between \$1 and \$75	462
Between \$75 and \$280	245
Between \$280 and \$1000	57
Greater than \$1000	7



Villages of Westcreek Owners Association
Balance Sheet
As of May 11, 2011

	<u>May 11, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 • Operating Accounts	283,855.11
1011 • Reserve Accounts	149,736.14
Total Checking/Savings	433,591.25
Accounts Receivable	
1020 • Accounts Receivable	-42,435.31
Total Accounts Receivable	-42,435.31
Other Current Assets	
1021 • Interest Receivabl	34.19
1030 • Other Current Assets	15,219.78
1040 • Undeposited Funds	2,376.13
1045 • Due from Operating Fund	53,713.05
1071 • Allowance For Doubtful Accts	-2,000.00
Total Other Current Assets	69,343.15
Total Current Assets	460,499.09
Fixed Assets	
1050 • Fixed Assets	80,720.89
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	2,144,474.56
Other Assets	
1037 • Chase CD	2,440.27
Total Other Assets	2,440.27
TOTAL ASSETS	<u>2,607,413.92</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 • Accounts Payable	8,087.81
Total Accounts Payable	8,087.81
Credit Cards	
2040 • Credit Card	3,331.36
Total Credit Cards	3,331.36
Other Current Liabilities	
2020 • Other Current Liabilities	-1,200.00
2100 • Payroll Liabilities	373.57
Total Other Current Liabilities	-826.43
Total Current Liabilities	10,592.74
Long Term Liabilities	
2022 • Due to Reserve Fund	53,713.05
2200 • Long Term Notes Payable	1,395,063.06
Total Long Term Liabilities	1,448,776.11
Total Liabilities	1,459,368.85
Equity	
2031 • Retained Earnings	49,958.34
3000 • Fund Balance	922,144.53

10:37 AM

05/11/11

Accrual Basis

Villages of Westcreek Owners Association
Balance Sheet
As of May 11, 2011

	<u>May 11, 11</u>
Net Income	175,942.20
Total Equity	<u>1,148,045.07</u>
TOTAL LIABILITIES & EQUITY	<u>2,607,413.92</u>

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Accrual Basis

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through May 11, 2011

	Jan 1 - May 11, 11	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 • Miscellaneous Income	306.44	181.43	125.01
4170 • Program Fees	12,730.56	9,072.61	3,657.95
4180 • Swim Team	0.00	0.00	0.00
4190 • Reimbursed Expenses	0.00	0.00	0.00
5000 • Revenue	489,834.93	488,996.30	838.63
5090 • Yard Sales	1,325.00	0.00	1,325.00
5100 • Newsletter Advertisement	134.00	362.89	-228.89
5200 • Rumage/Yard Sales	0.00	181.47	-181.47
5400 • Pavilion Rental	2,387.50	1,814.53	572.97
5600 • Fence Repair Reimbursement	0.00	0.00	0.00
5700 • Cost of Compliance	0.00	0.00	0.00
5800 • Community Center	10,195.00	6,532.26	3,662.74
5900 • Concession Stand	304.00	0.00	304.00
Total Income	517,217.43	507,141.49	10,075.94
Cost of Goods Sold			
50000 • Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	517,217.43	507,141.49	10,075.94
Expense			
8000 • Operating Expenses	124,129.55	129,084.67	-4,955.12
8200 • Administration	120,777.35	138,361.97	-17,584.62
8300 • Maintenance	37,742.58	38,293.58	-551.00
8400 • Recreation Department	29,823.39	38,866.23	-9,042.84
8500 • Misc. & Contingency	2,320.40	2,721.77	-401.37
8980 • Depreciation Expense	17,000.00	18,508.06	-1,508.06
9500 • Reserved Funds	9,481.96	0.00	9,481.96
Total Expense	341,275.23	365,836.28	-24,561.05
Net Ordinary Income	175,942.20	141,305.21	34,636.99
Other Income/Expense			
Other Income			
1101 • Other Income	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00
Other Expense			
Revenue Ruling 70-604	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	175,942.20	141,305.21	34,636.99



Villages of Westcreek
Owners' Association

Park Gate Guard
Proposal

Due to the many reports of unauthorized people in the sports park
We have had a call from residents to take action.

The proposed solution to the problem is to hire one full time Gate guard to work the sports park area

The current available budget for sports park monitoring is \$13,225.00

The most beneficial hours would be from 2pm-10pm Wed-Sun- 40hour work week

The initial uniforms should run approximately \$180 – shirt and hat x 5

July start month

32 weeks @ \$8.50 x40 = \$340 = \$10,880.00

Additional duties to include constant pick of trash in the sports park area.

Note the lowest bid for outside contractor is \$13 per hour.

25

Require Report

Decisions and Questions

Approved per Board