



# The Villages of Westcreek Owners Association, Inc.

## BOARD MEETING AGENDA

September 20, 2018

7:00 P.M.

VWOA Community Center

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

1. Call to Order and Pledge of Allegiance -
2. Approval of previous Board Meeting Minutes
3. Open Forum for Homeowners
4. Treasurer's Report-Judi Cannon
5. Department Reports-
  - a. Community Manager
  - b. Administrative
  - c. Community Activities
  - d. Maintenance
  - e. Standards
6. Committee reports
  - a. Communication
  - b. Finance
  - c. ARC
7. Unfinished Business-
  - a. Restrooms for Sports Park: OPEN – Changed - Out for re-bid
  - b. Speed Bumps on Sage Run: OPEN – Pending funding from County
  - c. Crosswalk at Grosenbacher Road and Military Drive -- OPEN
  - d. Crosswalk at Sports Park – OPEN
  - e. Sports Park lighting: – OPEN
  - f. Playground resurfacing: TABLED
  - g. Handicap picnic table in Sports Park: TABLED until more information is provided.
  - h. Water bottle fountain: TABLED
  - i. Setting up the Strategic Planning Committee: - TABLED
  - j. Standing up the SARC: TABLED (Needs a Chairperson)
  - k. Proposal for a grant program in 2019 for youth organizations. Requires more information and details: - TABLED.
  - l. Proposal for an Eagle Scout Project to install borders around the workout stations in the Sports Park - TABLED (Awaiting more information from Scout via email)
  - m. 1604 Fences: Proposal by the treasurer to amend the standards to allow homes along 1604 to replace the 8 foot fence and pillars with the standard 7 foot fence as required for all other lots. Requires further investigation if the CC&Rs require the fence line to remain as it is. TABLED
8. New Business -
  - a. Volunteer Recognition
  - b. National Night Out plans
  - c. Annexation info to homeowners
  - d. Christmas bazaar
9. Executive Session
10. Next Meeting October 18, 2018 at 7 PM
11. Adjournment

*The Villages of Westcreek Owners' Association, Inc. Est. 1994*

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

**I. OPEN MEETING:** The Regular Meeting of the Board of Directors was called to order by the President at 7:06 pm, on Thursday, 20 September 2018. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Richard Gentry, President  
Heather Malia, Vice President

Judi Cannon, Treasurer  
John Steele, Secretary

Board Members Absent:

Brad Cleveland, Asst. Secretary

Staff Present:

Name	Position	Name	Position
Mike Hunsucker	Community Manager	Jason Dunbar	Community Activities
Tyrik Greene	Standards	Jamie Esquivel Jr.	Maintenance Contractor

Members Present:

Gene & Barb Hopkins  
Bill Fenstermacher  
Eva Vasquez  
Barbara Lee  
Francis & Ann Lomax

Andy Felth  
Greg Liggett  
Lefty & Gerry Besecker  
Guy & Joyce Oliver  
James & Donna Effingham

Rick Severs  
Kenneth & Synina Percival  
Dora Trosclé

Guests Present:

None

**II. REVIEW/APPROVE PREVIOUS MINUTES:** The meeting minutes for the 19 July 2018 Regular Monthly Meeting were approved as written unanimously by those present.

**III. MEMBER/GUEST FORUM:**

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

- a. Francis Lomax: Question about the legal review on how to update the Bylaws. Specifically, if the use of electronic voting can be used to meet the Texas Property Code Section 209 requirement.

**IV. TREASURER'S REPORT:** A written report was provided and attached.

**V. DEPARTMENT REPORTS:**

- a. Community Manager Report: A written report was provided and is attached to these minutes.
- b. Community Activities: A written report was provided and is attached to these minutes.
- c. Maintenance Department: A written report was provided and is attached to these minutes. The president highlighted the continuing presence of trash throughout the community the contractor needs to pay closer attention to. Also, the easement in front of Luna and Ott schools need to be mowed similar to last year. Clock Tower needs to be cut with an understanding of the rocks the TEXDOT contractor left. Grass behind community center and trash behind our building. Overall issue is the lack of attention to trash pickup. Clean off sidewalks of the cut grass and

weeds after it is cut.

- d. Standards Department: A written report was provided and is attached to these minutes.

#### **VI. COMMITTEE REPORTS:**

- a. Architectural Review Committee. A written report was provided and is attached to these minutes.
- b. Communications Committee. A written report was provided and is attached to these minutes. Committee requested copies of the contracts to post on the website. The Board discussed and decided not to publicly post the contract on our website. Suggested a volunteer recognition event in April in conjunction with the Annual Meeting. Community manager will work with the Committee in planning an event. Requested the staff provide the Minutes and associated documents be all included into a single file for posting.
- c. Finance and Reserve Fund Committee: A written report was provided and is attached to these minutes. Working on 2019 budget for presentation to the Board for consideration. Require the budget approval no later than 1 November 2018.

#### **VII. UNFINISHED BUSINESS:**

- a. Restrooms for Sports Park: TABLED
- b. Speed Bumps on Sage Run: OPEN – Pending funding from County
- c. Crosswalk at Grosenbacher Road and Military Drive: Installed a crosswalk ramp. -- CLOSED
- d. Crosswalk at Sports Park: CLOSED – Completed.
- e. Sports Park lighting: – OPEN
- f. Playground resurfacing: TABLED
- g. Handicap picnic table in Sports Park: TABLED until more information is provided.
- h. Water bottle fountain: TABLED
- i. Strategic Planning Committee Stand-Up: Kevin Drummonds volunteered to chair Committee. The president appointed Kevin Drummonds as the Chair.
- j. VWOA Grant Program for Youth Organizations: CLOSED
- k. Proposed Eagle Scout Project to install borders around the work out stations in Sports Park: Awaiting further information -- OPEN
- l. Proposal to allow residents along Loop 1604 allow 7-foot standard fences: Awaiting further information -- OPEN

#### **VIII. NEW BUSINESS:**

- a. Volunteer Recognition: Discussed under Communications Committee, see above.
- b. National Night Out plans: Discussed under Community Activities Report, see attached report.
- c. Annexation information to homeowners: State Representative Cortez provided a design of a door hanger and associated cost for production. Community manager to get cost estimate for ~1100 doorhangers with front information from Cortez's sample and provide the estimate to the Board electronically for a decision.
- d. Christmas Bazaar: Staff working up a proposal for a November event.
- e. No parking signs for Macey Trail at Grosenbacher: Community manager tasked to complete and submit a petition form to the County on the Bexar County website.
- f. Westcreek View Retaining Wall: TABLED – waiting another quote.
- g. Marc Garcia presentation-Security Patrol extension: Presentation attached. Motion made by president and seconded by treasurer to fund the project through December 2019 at a maximum of 20-hours per week. APPROVED unanimously by those present.

#### **IX. ACTION WITHOUT A FORMAL MEETING:**

- a. Our lawyers informed the BOD that the Villages of Westcreek cannot charge a fee for

yard sales under their opinion of the law. As a result, the Board decided to eliminate charging a fee for any future yard sales effective immediately APPROVED unanimously by those present.

- b. The Board discussed continuing with the security patrols for the neighborhood, under the same stipulations as before, up until the board meeting on September 20th. The motion was passed with 4 voting YES and 1 not voting (Mr. Cleveland).

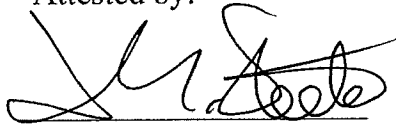
**X. EXECUTIVE SESSIONS RESULTS for 20 September 2018:**

- a. The treasurer sought clarification from the Auditor on how the capital improvements and mortgage payments are being recorded. The main issue was the Interest on Note Payable is not reflecting what is being paid currently. The Auditor will review the accounting practice and ensure the expenses are being recorded properly and report back to the Board.

**XI. SCHEDULE THE NEXT MEETING:** The next regular meeting will be held on Thursday, 11 October 2018, at 7:00 pm in the Community Center.

**XII. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 8:44 pm.

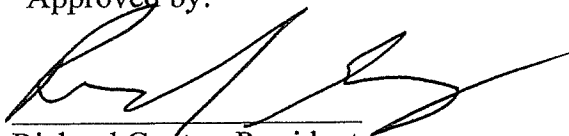
Attested by:



John Steele, Secretary

Date: 11 Oct 2018

Approved by:



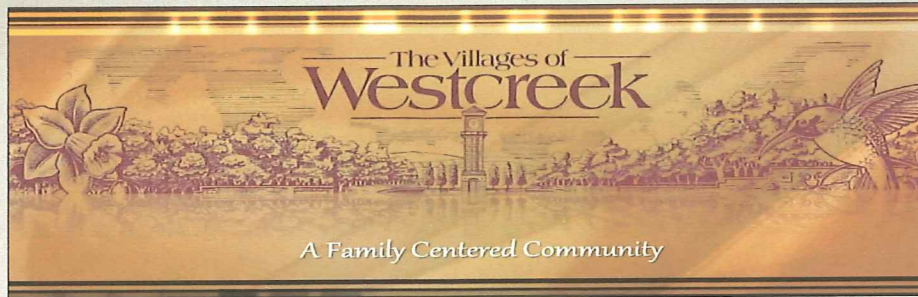
Richard Gentry, President

Date: 11 Oct 2018

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

\_\_\_\_\_  
Mike Hunsucker, Community Manager

Date: \_\_\_\_\_



**BOARD OF DIRECTORS MEETING  
VWOA COMMUNITY CENTER  
SEPTEMBER 20, 2018  
7PM**

**Call to Order-7:00 PM**

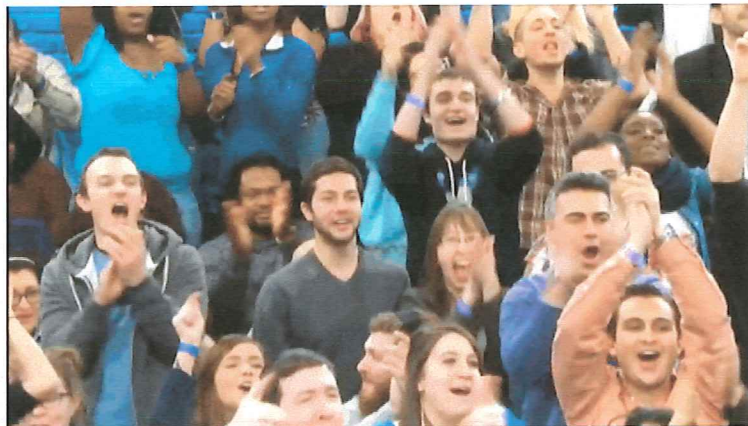
**Pledge of Allegiance**

# Minutes

## Approval of July Minutes

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## Homeowner Forum 3 Minutes per lot





## Treasurer Report



### Financials

#### VWOA Balance Sheet as of 31 August 2018

<b>Assets</b>	<b>Operating</b>	<b>Reserves</b>	<b>Total HOA</b>
<b>Current Assets</b>			
Cash in Bank	80,566.79	0.00	80,566.79
Petty Cash	289.22	0.00	289.22
Money Market Accounts		397,686.00	397,686.00
<b>Total Current Assets</b>	<b>80,856.01</b>	<b>397,686.00</b>	<b>478,542.01</b>
<b>Long Term Assets</b>			
Accounts Receivable	217,242.79	0.00	217,242.79
Allowance for Doubtful Accts	(667.00)	0.00	(667.00)
Due from Reserves	3,615.84	0.00	3,615.84
<b>Total Accounts Receivable</b>	<b>220,191.63</b>	<b>0.00</b>	<b>220,191.63</b>
<b>Other Assets</b>			
Prepaid Insurance	2,833.62	0.00	2,833.62
Prepaid Expenses	9,547.92	0.00	9,547.92
<b>Total Other Assets</b>	<b>12,381.54</b>	<b>0.00</b>	<b>12,381.54</b>
<b>Fixed Assets (Depreciable)</b>			
Equipment	274,165.69	0.00	274,165.69
Phase II Land/Buildings	2,286,395.29	0.00	2,286,395.29
Furnishings	18,841.84	0.00	18,841.84
Accumulated Depreciation	(804,532.18)	0.00	(804,532.18)
<b>Total Fixed Assets</b>	<b>1,774,870.64</b>	<b>0.00</b>	<b>1,774,870.64</b>
<b>Total Assets</b>	<b>2,088,299.82</b>	<b>397,686.00</b>	<b>2,485,985.82</b>

## Financials

<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	14,184.31	0.00	14,184.31
Payable to Reserves	0.00	0.00	0.00
Payable to Operations	0.00	3,615.84	3,615.84
Salaries Payable	4,205.46	0.00	4,205.46
Taxes Payable	2,294.73	0.00	2,294.73
Deferred Revenues	112,362.64	0.00	112,362.64
Prepaid Assessments	144,967.05	0.00	144,967.05
Spectrum Collections Payable	57,671.27	0.00	57,671.27
<b>Total Current Liabilities</b>	<b>335,685.46</b>	<b>3,615.84</b>	<b>339,301.30</b>
<b>Long Term Liabilities</b>			
Community National Loan	656,354.17	0.00	656,354.17
<b>Total Long Term Liabilities</b>	<b>656,354.17</b>	<b>0.00</b>	<b>656,354.17</b>
<b>Total Liabilities</b>	<b>992,039.63</b>	<b>3,615.84</b>	<b>995,655.47</b>
<b>Association Equity</b>			
Retained Earnings	999,678.83	0.00	999,678.83
Capital Improvement Fund	244,794.11	0.00	244,794.11
Capital Replacement Fund		376,461.82	376,461.82
Reserved - Contingency	3,000.00	0.00	3,000.00
<b>Total Association Equity</b>	<b>1,247,472.94</b>	<b>376,461.82</b>	<b>1,623,934.76</b>
<b>Total Liabilities &amp; Equity</b>	<b>2,239,512.57</b>	<b>380,077.66</b>	<b>2,619,590.23</b>
<b>Total Net Income/(Loss)</b>	<b>(151,212.75)</b>	<b>17,608.34</b>	<b>(133,604.41)</b>

## Financials

<b>Actual to Budget Review</b>			
<b>As of 31 August 2018</b>	<b>Last Month Actual</b>	<b>Year-to-Date Actual</b>	<b>Year-to-Date Budget</b>
<b>Operating Accounts</b>			
<b>Revenues</b>			
Assessments	113,743.23	907,783.04	898,658.48
Recreation	5,396.17	56,272.06	51,466.64
Pool	180.00	5,198.00	4,333.36
Other	(2,579.02)	(2,381.01)	22,333.36
<b>Total Operating Revenues</b>	<b>116,740.38</b>	<b>966,872.09</b>	<b>976,791.84</b>
<b>Expenses</b>			
Administrative Overhead	24,075.95	124,472.80	102,810.08
* Maintenance	21,293.47	87,906.77	26,200.08
Insurance & Taxes	2,996.02	26,066.56	26,333.28
Recreation & Community Activities	5,433.69	44,397.78	32,433.28
Payroll	21,814.80	168,149.59	149,200.08
Contracts	27,292.14	274,546.89	262,266.56
* Pool	0.00	97,339.66	69,333.44
Other Operating	13,312.30	45,071.44	149,533.36
Transfer to Reserves	25,000.00	130,000.00	92,015.20
Capital Improvements	0.00	0.00	66,666.64
<b>Total Operating Expenses</b>	<b>141,218.37</b>	<b>997,951.49</b>	<b>976,792.00</b>
<b>Net from Operations</b>	<b>(24,477.99)</b>	<b>(31,079.40)</b>	<b>(0.16)</b>
<b>Reserve Accounts</b>			
<b>Income</b>			
Contribution to Reserves	25,000.00	130,000.00	158,681.84
Interest	206.15	1,403.03	0.00
<b>Total Reserve Income</b>	<b>25,206.15</b>	<b>131,403.03</b>	<b>158,681.84</b>
<b>Expenses</b>			
Reserve Expenses	0.00	31,447.75	33,333.36
Capital Replacement	0.00	132,211.34	33,333.36
* Capital Improvement	9,151.11	70,268.95	0.00
<b>Total Reserve Expenses</b>	<b>9,151.11</b>	<b>233,928.04</b>	<b>66,666.72</b>
<b>Net Reserves</b>	<b>16,055.04</b>	<b>(102,525.01)</b>	<b>92,015.12</b>
<b>Total Income/(Loss)</b>	<b>(8,422.95)</b>	<b>(133,604.41)</b>	<b>92,014.96</b>



## Department Reports

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### Community Manager

- A. Light cage has been installed at the Reserves with new lights. The next set of cages is in production for the Gardens and Park villages.
  - B. Sidewalk at the park has been finished!!
  - C. ADA ramp at the corner of Grosenbacher and MDW has been installed.
  - D. Hoping to start card distribution at the beginning of October
  - E. Tree lights have been installed at the park and the light pole installation will begin in 2 weeks weather permitting.
-

## Community Activities

30

Soccer games continuing weather permitting. had to cancel 2 weeks. Will add a double header as well as use the rain date initially set aside.

NNO - will focus on Security. Contacting the Sheriff, the Constable as well as;

BSG

Ronin MMA

Girl Power Self

Defense

IP View Security

JD Smarthome

National Protective

Services Institute

Flag Football sign ups still going on. Local schools will not help advertise our programs, so focusing on social media outlets more next week.

60

Flag football season starts

End of season soccer tournament 10/20

Fall carnival with rides and pumpkin patch and pumpkin decorating 10/27

90

Flag football and Santa in the park

## Maintenance Department

### Daily Tasks:

\* Mowing all needed areas and trim along fence lines and curbs.

\* Pick up trash along main road ways.

\* Walk around Community Center for trash and debris.

\* Clean and hose down sidewalks around building.

### Mowing:

\* Mow all needed areas, and trim along fence lines and curbs. Keep weeds down as necessary

\* Spraying herbicide for weeds to include along fence lines on major roadways.

\* Spraying rock areas for weeds. August 12, 23

\* main roads mow August 6-11th, 20th - 25th

### Land:

\* Daily trash pick-up and inspection of property for hazards.

\* Staining August 2nd-3rd

### Park and Community center

\* Mowing all needed areas and along the creek. Did not mow fields per Mike and Jason

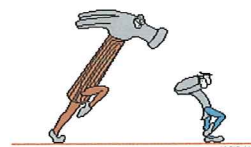
\* Blowing rocks in tot lot and tennis, basketball courts on a Daily Basis

\* Blowing tot lot and raking under swings to level mulch material On a daily basis

\* Check all trash cans and BBQ pits in park and empty if needed

### Work orders

\* Installed light cage at Reserves



# STANDARDS DEPARTMENT

VILLAGES OF WESTCREEK

## Improvement Request

[VWOA-ARC 9-20-18 Board Rpt \(003\).docx](#)

Currently Open Unapproved Improvement Violations: 25

Currently Open Unapproved Improvement Recurring Violations: 16

## Resale Inspections (August – Present)

Total Number of Resale Inspections Completed: 36



### Fencing

Total Number of Violations Open: 130

Total Number of Violations Ready for Enforcement: 54

Main Drag Fencing Total: 33

### Grass/Weeds

Total Number of Violations Open (Received FM Letter): 45

Total Number of Violations Ready for Enforcement: 13

### Report Time Frame: August 22, 2018 – September 20, 2018

Total Violations Sent This Month: 1232

Violations Sent This Week: 312

Currently Open Enforceable Violations: 72

Grass/Weeds- 13

Clutter- 5

Fence- 54

Currently Open Recurring Violations: 109

Trash Cans-60

Vehicle- 16

Ground Cover- 7

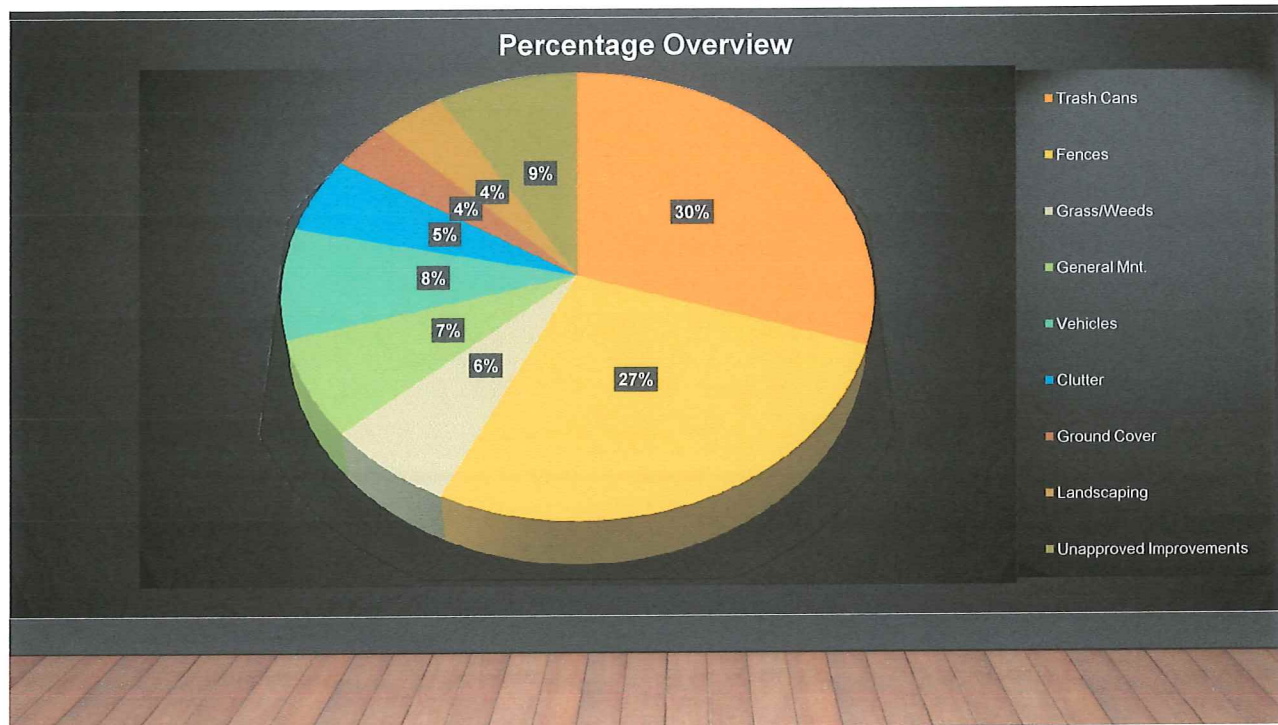
Landscaping- 8

Nuisance-2

Basketball Goals( Street/Sidewalk)- 2

\*General Mnt\*- 14

Unapproved Improvements: 17



## Committee reports

ARC-Gene Hopkins

Communications-Bill Fenstermacher

Finance and Reserve-Judi Cannon





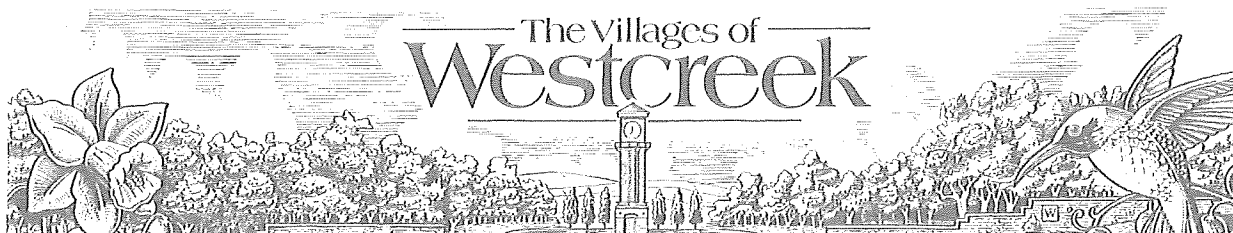
## Unfinished Business

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- 

## New Business

Volunteer Recognition  
 National Night Out plans  
 Annexation info to homeowners  
 Christmas bazaar  
 No parking signs for Macey Trail@Grosenbacher  
 WCV Retaining wall  
 Marc Garcia presentation- Security extension

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## Communications Committee Minutes

September 4, 2018

The Communications Committee Meeting was called to order at 10:00 AM by Bill Fenstermacher, Committee Chair.

**Members Present** – Bill Fenstermacher, Gene Hopkins, Barbara Hopkins, Coral Fathy, Joyce Oliver, Guy Oliver, Francis Lomax, and Judi Cannon

**Members Excused** – Michelle de Jongh

**Approval of Minutes** – August minutes were approved unanimously by the members of the committee who were present at the August meeting. Mr. Lomax abstained, as he was not present in August.

### Old Business

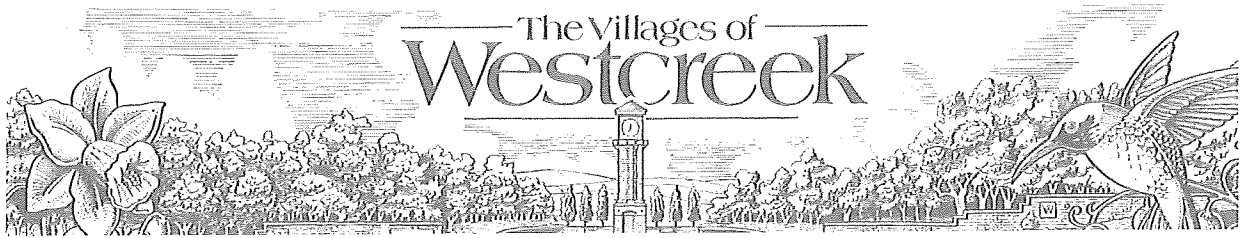
**Welcome Packet Update** – Still reviewing and finalizing last minute edits.

**VWOA Website Update** – Mr. Fenstermacher stated that all available Board Minutes are on the VWOA website, but many are still missing or incomplete (unsigned and/or missing reports and committee minutes). The committee is still awaiting information from the CM about how much available space we have. The committee agreed to request that the Board instruct the CM move the older BOD minutes to the Spectrum portal, and maintain only a rolling 12 months of minutes on the VWOA site.

**Vendor Contracts** – The Board has approved that the scope of work for the vendor contracts could be uploaded to the Spectrum portal. Ms. Cannon stated that it is becoming a very time-consuming task to list the items in the scope of work for each contract, Mr. Fenstermacher suggested that perhaps the Board would agree to posting the contracts in full, with all vendor proprietary information (such as pricing) redacted. Ms. Cannon will propose that to the Board at the next Executive Session.

**VWOA Monthly Newsletter** – Work has begun on the October Newsletter and Mr. Fenstermacher said he has obtained several regular contributors:

Mr. Phillip Paveglio, Landscape and Garden Specialist, will provide gardening and lawn care tips geared to our local environment.



Ms Angie Clancy will contribute articles on leadership and community involvement each month.

Ms. Jacqueline Khalaf will continue to provide articles in child safety and health issues.

Mr. Rudy Khalaf, Division Chief Bexar County Emergency Service District No. 2, will provide articles on fire prevention and safety tips.

Representatives from the Bexar County Sherriff's Office will submit articles related to Crime Prevention.

The Board will continue to submit articles of community interest. The Recreation and Community Activities Director has been asked to submit info on October community events, including National Night Out, October Market Day, and Fall Festival.

**New Homeowner Page** – The committee agreed to create a page specifically for new residents to find links to pertinent information, such as contact numbers and websites helpful when getting settled, including VWOA contacts, schools, utilities, medical facilities, and law enforcement.

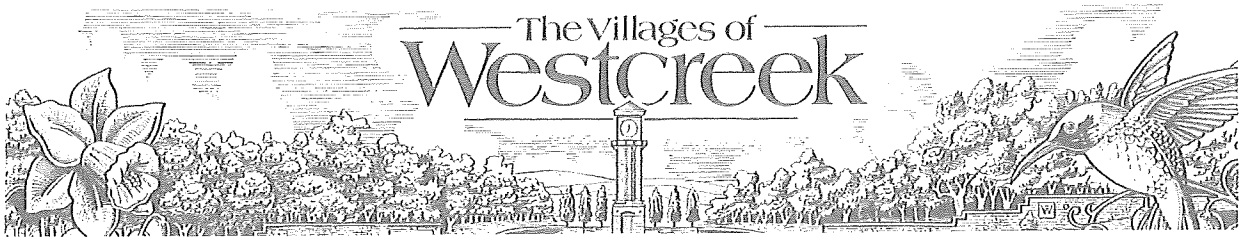
### **New Business**

**Posting VWOA Signs in a Timely Manner** – Mr. Hopkins noted there seems to be some inconsistency in posting street sign notices for special neighborhood events. He suggested it should be pointed out to the CM and Board so they can address it.


**Volunteer Recognition** – Ms. Hopkins asked if the VWOA will reinstitute the Thanksgiving Volunteer Recognition Luncheon this year. It had been a standing tradition but was dropped that last year.

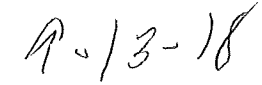
Mr. Fenstermacher pointed out there is a **National Volunteer Week** held during the **3<sup>rd</sup> week in April of each year**. Perhaps the Board would consider a recognition event at the Annual Meeting since it is held during that week each year. Recognition of volunteer service is an excellent way to show the Associations appreciation to those who devote their time to the community and encourage more volunteer involvement by others.


Next Meeting: October 1, 2018 @ 10:00 AM

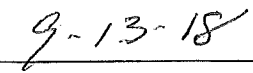


Adjournment – Joyce Oliver moved to adjourn the meeting at 10:48 AM. Judi Cannon seconded the motion. The motion passed unanimously.

  
\_\_\_\_\_  
**JUDI CANNON, ACTING SECRETARY**

  
\_\_\_\_\_  
**DATE**

  
\_\_\_\_\_  
**BILL FENSTERMACHER, CHAIR**

  
\_\_\_\_\_  
**DATE**

**Villages of Westcreek  
Finance and Reserve Study Committee  
September 4, 2018**

**Committee Members Present:**

Judi Cannon (Chairperson)	Barbara Hopkins
Joyce Oliver	Ann Lomax
Heather Mallia	Coral Fathy
Gene Hopkins, non-voting	Francis Lomax, non-voting

**Staff Members:**

Jason Dunbar, Community Activities Director

**Call to Order at 12:00 pm**

The August 21, 2018 minutes were approved electronically. Members were sent signed copies of the minutes electronically for their records.

The Committee continued reviewing Operating Expense accounts beginning with Contracts.

**Contracts:**

The committee suggests the following GL Code changes.

Combine #6004-00 "Janitorial Contract - Special Cleanings" with #6005-00 "Weekly Janitorial Comm Center" and rename #6005-00 to simply "Janitorial Services."

**Pool:**

Delete #6135-00 "Pool Management" listed under Pools, this is already captured under Contracts #6225-00 "Pool Management," and move actual expense and budget figures from 6135-00 to 6225-00.

The committee suggests combining/deleting the following GL codes to now be captured only under #6125-00 Pool Maintenance/Repair.

#6120-00 Pool Cleaning

#6126-00 Pump Maintenance

#6127-00 Pool Deck

The committee questioned the amount spent year-to-date under Pool Maintenance and Repair. Was some of this supposed to come from Repair & Replacement Reserves Fund? The committee chair noted the question to get more information from the Community Manager at the next meeting.



**Other Operating Expenses:**

Delete #6130-00 "Amenity Center Supplies," these expenses can be captured under #5111-00 Maintenance Supplies.

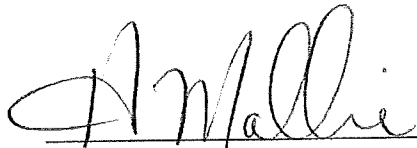
Delete #6209-00 Parking and #6210-00 Meals, these items can be captured under #6208-00 Travel Expenses. Change title to 6208-00 "Travel Expenses – Mileage/Parking/Meals."

Delete #6218-00 Services CC and #6220-00 Community Efforts as the categories have no purpose and not expenses year-to-date.

The committee chair has questions regarding #6205-00 Note Payable Interest and #6206-00 Current Portion Note Payable. She will contact accounting and brief the committee at the next meeting.

**Meeting Adjourned at 1:30 pm**

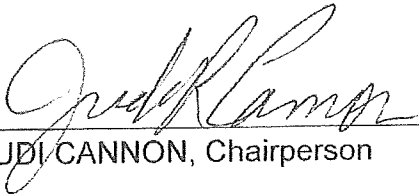
Next meeting: September 11th at 3:00 pm in the Community Center Conference Room.



HEATHER MALLIA, Secretary

9-5-18

Date



JUDI CANNON, Chairperson

9/5/2018

Date

**Villages of Westcreek  
Finance and Reserve Study Committee  
September 11, 2018**

**Committee Members Present:**

Judi Cannon (Chairperson)	Barbara Hopkins
Joyce Oliver	Bill Fenstermacher
Heather Mallia	Coral Fathy

**Staff Members Present:**

Mike Hunsucker, Community Manager

**Call to Order at 3:00 pm**

The September 4, 2018 minutes were approved electronically. Members were sent signed copies of the minutes electronically for their records.

The Committee continued reviewing Operating Expense accounts beginning with Payroll.

**Payroll:**

Remove 5907-00 Admin Part-time. All administrative personnel are full time and there is no current intention of hiring part time office staff.

Combine 5909/5911 and Change the name to Common Area Monitors.

Remove 5915-00 Payroll Expense. This is captured in GL 5412-00 Payroll Processing Charge, under Admin Costs.

Move 5920-00 Security to Contracts. This line item captures cost of Choice Security contract monitoring at the Sports Park.

**Other Operating Expenses:**

The committee discussed proper accounting for 6205-00 Note Payable Interest and 6206-00 Current Portion Note Payable. There is some inconsistency regarding the accounting for the principal portion of the loan. The auditors said the principal payments should be recorded on the operating statement. However, accounting guidance indicates only interest paid on the loan should be an operating expense, while the principal paid is shown only on the balance sheet. The required monthly loan

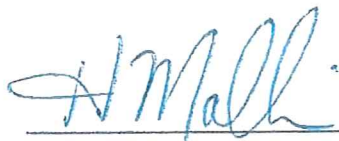
payment for the Community Center is \$10,167.39 (\$7,596.55 principal plus \$2,570.84 interest). Currently the HOA is paying an additional \$4,000 toward principal each month, bringing total monthly payments to \$14,167.84. The Board will further discuss the proper method of accounting with the auditors, before finalizing the budget.

**Reserve:**

The committee discussed the reserve accounts Repair & Replacement Fund and the Capital Improvement fund. According to the most recent Reserve Study, we should be contributing \$107,400 this year to the Reserves. The committee agreed that this should be the amount budgeted.

**Meeting Adjourned at 4:00 pm**

Next meeting: September 18th at 3:00 pm in the Community Center Conference Room.



HEATHER MALLIA, Secretary

9-12-18

Date



JUDI CANNON, Chairperson

9/12/18

Date

**Villages of Westcreek  
Finance and Reserve Study Committee  
September 18, 2018**

**Committee Members Present:**

Judi Cannon (Chairperson)	Barbara Hopkins
Ann Lomax	Bill Fenstermacher
Heather Mallia	Coral Fathy

**Staff Members Present:**

Mike Hunsucker, Community Manager  
Jason Dunbar, Community Activities Director

**Call to Order at 3:00 pm**

The September 11, 2018 minutes were approved electronically. Members were sent signed copies of the minutes electronically for their records.

The Committee began a 2nd review of the overall budget beginning with Operating Income.

**Assessment Revenue**

Homeowner Assessments are calculated as follows:

3405 Homes @\$396 = \$1,348,380  
8 Unimproved Lots @ \$95.72 = \$765.76  
Total Assessment Revenue = \$1,349,145.76

**Recreation Dept Revenue**

Add GL for New Programs.

**Pool**

- Remove #4402-00 "Pool Party Lifeguard" GL. This will be captured in Party Monitoring.
- Move #4400-00 "Pool Usage Fees" to Other Revenue.

Having no further GL codes listed under Pool in the Operating Income, delete the pool category.

**Other Revenue:**

- Remove #4606-00 "SO Monitor" as it is not a revenue account.
- Move #4609-00 "Bingo Night" to Rec Department heading.

The second review of Operating Income was satisfactorily completed.  
The committee began a second review of Operating Expenses. The only changes needed were as follows:

- Combine #6006-00 Community Center Alarm and #6223-00 Fire Alarm/Sprinkler Contract.
- Move #6007-00 "Computer Contract" to Other Operating Expenses and rename it Computer Maintenance.

A brief discussion took place in regards to #6206-00 Current Portion Note Payable. Finalizing this line item will occur in the next meeting after the board has the opportunity to get input from the accountant.

The committee briefly conducted a second review of the Reserve accounts. The committee is on schedule to have the budget recommendation finalized before the Board's October board meeting.

**Meeting Adjourned at 4:17 pm**

Next meeting: September 25th at 3:00 pm in the Community Center Conference Room.

  
HEATHER MALLIA, Secretary

9-24-18  
Date

  
JUDI CANNON, Chairperson

9/24/18  
Date