



# The Villages of Westcreek Owners Association, Inc.

## BOARD MEETING AGENDA

January 17, 2019

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. Appointment of Open Board Position
4. Guest Speaker- Mr. Trevino
5. Open Forum for Homeowners
6. Department Reports
  - a. Community Manager
  - b. Standards
  - c. Activities
  - d. Maintenance
7. Committee reports
  - a. Finance
  - b. Nominations Committee
    - i. Member Appointment
  - c. Communications
8. 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. Sports Park lighting: – OPEN- Phase 1 has been completed. Bid for phase 2 to be voted on
  - d. Handicap picnic table in Sports Park: TABLED until more information is provided. Vote to move forward with prices provided.
  - e. 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) Vote to close due to lack of communication
  - f. 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
  - g. Retaining wall at WCV and Grosenbacher- CLOSED Wall was completed in December 2018
  - h. Christmas Bazaar- CLOSED, event was in December 2018.
  - i. Nomination Committee resolution- CLOSED, resolution has been signed and filed with Bexar County. Posted to VoWC website and Spectrum portal.
9. New Business –
  - a. Bid for phase 2 of the lighting project at the park
  - b. Recreation Expansion
  - c. Handicap Tables
  - d. Basketball Goal Addition

- e. Tree Trimming at the Park
- f. End of Year Excesses Reserve Transfer
- g.

**10. Executive Session**

**11. Next Meeting TBA**

**12. 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 7:05pm, on Thursday, 17 January 2019. 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  
Daniel Schafer, Asst Secretary

Board Members Absent:

None

Staff Present:

Name	Position	Name	Position
Jacob Fey	Community Manager	Tyrik Greene	Standards
Jason Dunbar	Community Activities	Joe Hawkins	Maintenance Contractor
		Emilio Marin	Maintenance Foreman

Guests Present:

Mr. Chris Trevino, Bexar County/Alamo Regional Mobility Authority  
Deputy Mark Martinez, BCSO

Members Present:

Gene & Barb Hopkins	Devin & Jennifer Poepperling	DeeDee Valerio
Bill Fenstermacher	Tom Rennie	Maggie Santillan
Guy & Joyce Oliver	Paul Collins	Coral Fathy
Kim Dixon	Pamela Rayhons	Matt & Jena Haby
Lefty & Gerry Besecker	Lindsey Alers	Mike & Donna Effingham
Kevin Drummonds	Aubrey Boyer	Yilsa de los Santos
Rick Severs	Bonnie Sellers	James Carman
Steve & Patty Gutting	Susan Tharp	Shayla Payne
Chris & Shannon Hamby	Greg Liggett	Danielle Bell
Jacob & Kat Yates	Ryan & Leslie Irish	Vanessa Lagunas
Eva Vasquez	Tammy Cooper	Claudia Phillips
Barbara Crabtree	Brady & Vanessa Hacker	Ken Percival

**II. REVIEW/APPROVE PREVIOUS MINUTES:** The meeting minutes for the 15 November 2018 Regular Monthly Meeting were approved as written unanimously.

**III. APPOINTMENT OF OPEN BOARD MEMBER:**

Mr. Daniel Schafer was appointed to fill the vacancy on the Board of Directors to fill the vacant position of Assistant Secretary until the next Annual Meeting. The treasurer made a motion and seconded by the vice president and the appointment was APPROVED unanimously.

**IV. GUEST SPEAKERS:**

- a. Mr. Trevino discussed Bexar County's plan on improving Military Drive W from Pinafore St to Westcreek Oaks. There will be an Open House on 6 February at Galm Elementary School at 6:00 pm. The County feels the safety improvements support the installation of

traffic circles at Military Dr W and three intersections in Westcreek (Kingsbridge, Saxon Hill, and Westcreek Oaks). Homeowners voiced their concern over vehicle-pedestrian accidents and the near proximity to Galm Elementary School. The County does not anticipate intruding onto any existing homeowners' property lines; the County feels the roundabouts and five-foot sidewalks can be built within the existing right of way.

- b. Deputy Mark Martinez discussed the results of a raid on a homeless camp behind Planet Fitness on Potranco. They found over twenty camp sites in the area behind Planet Fitness with the approval of the landowner. The only legal method to remove them is by property zone violation--living on a commercial zoned property.

## **V. MEMBER/GUEST FORUM:**

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

- a. Mike Effingham: Asked about the status of the No Parking signs on Sonni Field. The staff is researching the answer.
- b. Rick Severs: Asked how many proxies are allowed at the upcoming elections. The president responded unlimited.
- c. Leslie Irish: Asked if recycling bins can be added to the Sports Park. The staff is researching the answer.
- d. DeeDee Valario: Asked about the status of the Stop signs at Grosenbacher and Military Dr. The signs will be relocated to a three-stop intersection of Grosenbacher and Westcreek View.
- e. Capt Mark Garcia: Discussed the patrols he and several off-duty constables perform and a previous homeless camp event where SAPD directed the homeless to not return to San Antonio City limits and to stay on the outside of Loop 1604. He is going to research what the history of vehicle incidents with homeless in our area and provide feedback to our community.

## **VI. DEPARTMENT REPORTS**

- a. Community Manager: A written report was provided and attached.
- b. Standards: A written report was provided and attached. In general, the number of violations is decreasing.
- c. Community Activities: A written report was provided and attached.
- d. Maintenance: A written report was provided and attached. MowJoe has actively picked up the contract and is working to catch up on the delinquent work around the community. The members of the community in attendance voiced their approval of the improved services provided.

## **VII. COMMITTEE REPORTS**

- a. Finance: A written report was provided and is attached to these minutes. It was discussed that some repair & replace items, such as the pool renovations, may be improperly coded as coming out of maintenance instead of Repair & Replace. Bottom line – the community is at a \$174,227.61 loss during 2018 from the budgeted amount. The Association is solvent but had a net loss in 2018 but gained significant assets with additional lighting in the Sports Park and a major overhaul of the pools. There was a \$39K discrepancy between the Finance Report and what the community manager has in his Spectrum database. The Board

requested the community manager to investigate the discrepancy and report back with the findings.

- b. Nominations Committee: Resolution was signed and filed with Bexar County. Posted to VWOA website and Spectrum portal. A written report was provided and is attached to these minutes. Barbara Hopkins, Coral Fathy, Francis Lomax, and Joyce Oliver have been appointed by unanimous approval of the Board. First meeting will be on 22 January at 1:00 pm.
- c. Communications: A written report was provided and is attached to these minutes.

#### **VIII. UNFINISHED BUSINESS:**

- a. Restrooms for Sports Park: OPEN – Changed - Out for re-bid, new bid received 17 January
- b. Speed Bumps on Sage Run: OPEN – Pending funding from County
- c. Sports Park Lighting: – CLOSED- Phase 1 and 2 have been completed. Bid for phase 3 to be voted on under New Business.
- d. Handicap picnic table in Sports Park: TABLED until more information is provided. Vote to move forward with prices provided under New Business.
- e. Proposal for an Eagle Scout Project to install borders around the workout stations in the Sports Park - CLOSED (Awaiting more information from Scout via email). The Board voted to close this action due to lack of communication.
- f. 1604 Fences: Proposal by the treasurer to amend the standards to allow homes along 1604 to replace the 7-foot fence and pillars with the standard 6-foot fence as required for all other lots. Requires further investigation if the CC&Rs require the fence line to remain as it is. CLOSED. The ARC will notify in writing the affected homeowners.
- g. Retaining wall at Westcreek View and Grosenbacher – CLOSED – Completed January 2019.
- h. Christmas Bazaar: CLOSED -- Held December 8, 2018.

#### **IX. NEW BUSINESS:**

- a. Bid for phase 3 of the lighting project at the park. The Board approved final payment of the first two phases of the lighting project for \$33,629.59 on 21 December 2018, the first phases were approved earlier for \$51,475 (the Minutes of July 2018 mistakenly omitted the approval of the last phase and that taxes were not included in the total but were also approved). A capital improvement proposal for additional lighting for phase 3 for \$34,765 was made by the vice president and seconded by the president and APPROVED by the Board unanimously.
- b. Recreation Expansion: TABLED
- c. Handicap Tables: A bid for capital improvement for handicap tables of \$3,008.92 for the tables and \$4,350.00 for the concrete slab beneath it, a walkway ramp to it, and a concrete slab for barbecue grills. A motion was made by the secretary and seconded by the vice president and APPROVED unanimously by the Board.
- d. Basketball Goal Addition: TABLED
- e. Tree Trimming at the Park: Bids have not been received yet. TABLED
- f. Election timeline presented included nomination forms due by 5:00 pm on 18 February (in order to be included on the paper mail-out ballots and in the newsletter—nominations may be made all the way up to the night of the Annual Meeting from the floor), Meet the Candidates 9 and 21 March, 5:00 pm on 11 April for submission of proxies, an Annual Meeting date of 18 April. The Board agreed a new Administrative Resolution outlining the

Election and Voting Process is needed. The proposed timeline was APPROVED by the president, vice president and treasurer. The remaining Directors were not allowed to vote since their positions are up for re-election.

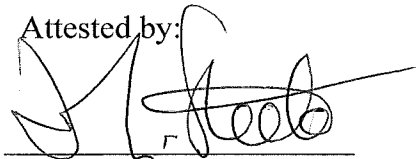
**X. EXECUTIVE SESSIONS RESULTS for 3 and 17 January 2019:**

- a. The Board met with and interviewed three homeowners who volunteered to serve in the vacant Board position for consideration.
- b. The president summarized 28 outstanding deed restrictions violations and 30 for outstanding accounts which were sent to legal for action.

**XI. SCHEDULE THE NEXT MEETING:** The next regular meeting will be held on Thursday, 21 February 2019, at 7:00 pm in the Community Center.

**XII. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 9:59 pm.

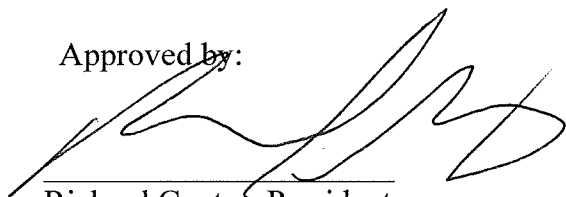
Attested by:



John Steele, Secretary

Date: 21 FEB 2019

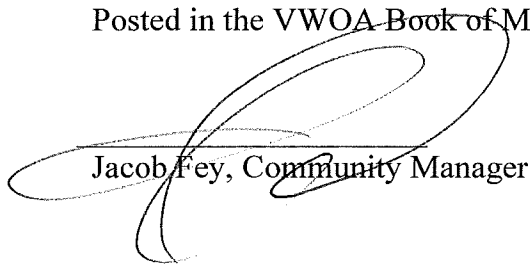
Approved by:



Richard Gentry, President

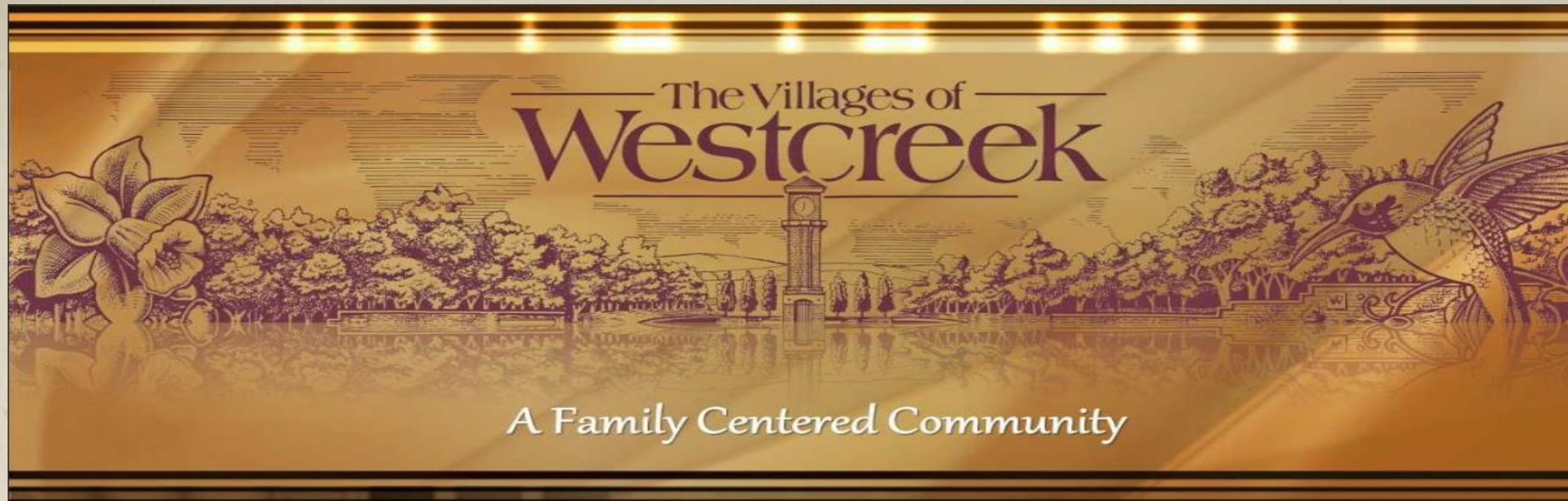
Date: 21 FEB 2019

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



Jacob Fey, Community Manager

Date: 2/21/19



**BOARD OF DIRECTORS MEETING**  
**VWOA COMMUNITY CENTER**  
**JANUARY 17, 2019**  
**7PM**

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

**Pledge of Allegiance**



# Minutes

## Approval of November Minutes

# Appoint of Board Position

Appointment of Open Board Position

# Guest Speaker

Guest Speaker- Mr. Trevino  
Operations Engineer for Alamo  
Regional Mobility Authority  
Bexar County Public Works

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# Open Forum for Homeowners

# Department Reports

# Community Manager

- a. Monument Lights- Ongoing project from 2018, will be completed soon. Maintenance to report on progress.
- b. Clock Tower Update- Power has been restored. Landscape will be completed within the first two weeks of March.
- c. Pour in Place at the Tot Lot- Will be completed on January 30.
- d. Tope Soil and seed fields- Football field has been completed. Soccer and baseball fields will be done next week, starting Monday the 21<sup>st</sup>.



# Standards

## **Standards Department**

*Report Timeframe: December 1, 2018 – Present*

***Total Violations Sent: 424 (-323)***

***Currently Open Enforceable Violations: 47 (-35)***

*Fence Violations- 47 (-21)*

***Currently Open Recurring Violations: 123 (+7)***

*Trash Cans- 64 (-7)*

*Clutter- 17 (+6)*

*Vehicles- 12 (+1)*

*General Maintenance- 14 (+1)*

*Landscaping- 4 (+2)*

*Ground Cover- 10 (+3)*

*Nuisance- 2 (0)*

***Unapproved Improvements: 10 (0)***

# Community Activities

30 Days Out:

Spring Soccer Registration ends Currently at 215 Registered players

Spring Soccer Season Starts February 18<sup>th</sup>

Casino Night February 16<sup>th</sup>



60 Days Out:

Movie Night – March 15<sup>th</sup>

90 Days Out:

Easter Egg Hunt April 20<sup>th</sup>

Spring Teeball and Basketball Registration Ends





# 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.
- \* Addressing vandalism throughout the community.

## Mowing:

- \* Mow all needed areas, and trim along fence lines and curbs. Keep weeds down as necessary
- \* Spraying herbicide for weeds to include along fence lines on major roadways.
- \* Spraying rock areas for weeds. When needed
- \* Main roads mowed on May 24 and 25th
- \* Monuments cleaned mulch turned on May 30th, May 31, June 1st

## Land:

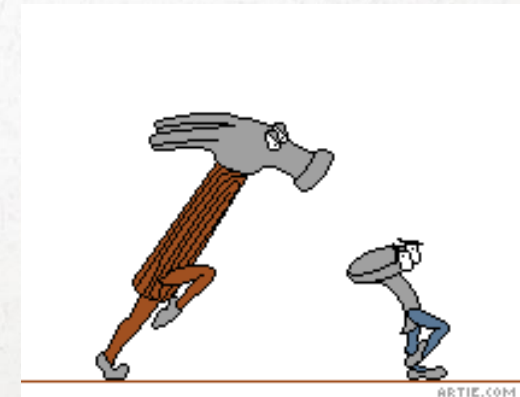
- \* Daily trash pick-up and inspection of property for hazards.
- \* Worked on staining and replacing toe boards throughout the subdivision.
- \* We have been spraying weeds as Needed.
- \* Easements Mowed on May 14th

## Park:

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

## Community Center:

- \* Maintain the centers exterior grounds.
- \* We also changed out light fixtures in community pool bathrooms out to led
- \* We loaded and discarded all off old panels
- \* We loaded all steel And hauled off to church



# Committee reports

- a. Finance
- b. Communications-Bill Fenstermacher
- c. Nominations
  - a. Member Appointment





# Unfinished Business

- a. Restrooms for Sports Park: OPEN – Changed - Out for re-bid
- b. Speed Bumps on Sage Run: OPEN – Pending funding from County
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# New Business

- a. Bid for phase 2 of the lighting project at the park
- b. Recreation Expansion
- c. Handicap Tables
- d. Basketball Goal Addition
- e. Tree Trimming at the Park
- f.

**Adjournment**  
**Thank you for attending**

**Next meeting:**  
***February 21, 2019***

**7PM @ Community Center**



## VWOA Actual to Budget Comparison as of 31 December 2018

	<u>Last Month Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>
<b><u>Operating Accounts</u></b>			
<b>Revenues</b>			
Assessments	112,433.07	1,348,584.51	1,347,988.00
Late Fees	907.69	10,830.66	0.00
Recreation	4,191.51	73,756.10	77,200.00
Pool	0.00	3,415.00	6,500.00
Other	(738.42)	21,572.30	33,500.00
<b>Total Operating Revenues</b>	<b>116,793.85</b>	<b>1,458,158.57</b>	<b>1,465,188.00</b>
<b>Expenses</b>			
Maintenance	22,063.62	154,182.79	39,300.00
Utilities	10,290.92	105,070.25	84,300.00
Administrative Overhead	3,003.97	78,960.40	68,915.00
Recreation & Community Activities	3,754.07	74,745.12	49,500.00
Insurance & Taxes	2,996.02	38,050.64	39,500.00
Payroll	12,917.30	209,897.97	183,500.00
Contracts	45,846.29	523,469.13	508,400.00
Pool	0.00	92,347.40	29,000.00
Other Operating	3,160.00	65,500.63	224,300.00
Transfer to Reserves	25,000.00	170,000.00	138,022.76
Capital Improvements	39,816.59	39,816.59	100,000.00
<b>Total Operating Expenses</b>	<b>168,848.78</b>	<b>1,552,040.92</b>	<b>1,464,737.76</b>
<b>Net Operating Income/(Loss)</b>	<b>(52,054.93)</b>	<b>(93,882.35)</b>	<b>450.24</b>
<b><u>Reserve Accounts</u></b>			
<b>Income</b>			
Contribution to Reserves	25,000.00	170,000.00	238,022.76
Interest	150.27	2,062.53	0.00
<b>Total Reserve Income</b>	<b>25,150.27</b>	<b>172,062.53</b>	<b>238,022.76</b>
<b>Expenses</b>			
Reserve Expenses	0.00	31,447.75	50,000.00
Capital Replacement	0.00	132,211.34	50,000.00
Capital Improvement	0.00	88,768.95	0.00
<b>Total Reserve Expenses</b>	<b>0.00</b>	<b>252,428.04</b>	<b>100,000.00</b>
<b>Net Reserves Increase/(Decrease)</b>	<b>25,150.27</b>	<b>(80,365.51)</b>	<b>138,022.76</b>
<b>Total Income/(Loss)</b>	<b>(26,904.66)</b>	<b>(174,247.86)</b>	<b>138,473.00</b>

**VWOA Balance Sheet as of 31 December 2018**

	<u>Operating</u>	<u>Reserves</u>	<u>Total HOA</u>
<b>Assets</b>			
Current Assets			
Cash in Bank	133,819.52	0.00	133,819.52
Petty Cash	289.22	0.00	289.22
Money Market Accounts	0.00	289,128.19	289,128.19
<b>Total Current Assets</b>	<b>134,108.74</b>	<b>289,128.19</b>	<b>423,236.93</b>
Long Term Assets			
Accounts Receivable	212,154.88	0.00	212,154.88
Due from Operations	0.00	6,968.12	6,968.12
Manual Payroll Checks	200.00	0.00	200.00
<b>Total Accounts Receivable</b>	<b>212,354.88</b>	<b>6,968.12</b>	<b>219,323.00</b>
Other Assets			
Prepaid Insurance	5,817.61	0.00	5,817.61
Prepaid Expenses	0.00	0.00	0.00
<b>Total Other Assets</b>	<b>5,817.61</b>	<b>0.00</b>	<b>5,817.61</b>
Fixed Assets (Depreciable)			
Equipment	276,549.36	0.00	276,549.36
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>1,777,254.31</b>	<b>0.00</b>	<b>1,777,254.31</b>
<b>Total Assets</b>	<b>2,129,535.54</b>	<b>296,096.31</b>	<b>2,425,631.85</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts Payable	38,197.71	0.00	38,197.71
Payable to Reserves	6,968.12	0.00	6,968.12
Payable to Operations	0.00	0.00	0.00
Salaries Payable	4,205.46	0.00	4,205.46
Taxes Payable	2,301.62	0.00	2,301.62
Prepaid Assessments	243,854.02	0.00	243,854.02
Spectrum Collections Payable	62,446.76	0.00	62,446.76
<b>Total Current Liabilities</b>	<b>357,973.69</b>	<b>0.00</b>	<b>357,973.69</b>
Long Term Liabilities			
Community National Loan	617,852.00	0.00	617,852.00
<b>Total Long Term Liabilities</b>	<b>617,852.00</b>	<b>0.00</b>	<b>617,852.00</b>
<b>Total Liabilities</b>	<b>975,825.69</b>	<b>0.00</b>	<b>975,825.69</b>
<b>Association Equity</b>			
Retained Earnings	999,777.84	0.00	999,777.84
Capital Improvement Fund	244,794.11	0.00	244,794.11
Capital Replacement Fund	0.00	376,461.82	376,461.82
Reserved - Contingency	3,000.00	0.00	3,000.00
<b>Total Association Equity</b>	<b>1,247,571.95</b>	<b>376,461.82</b>	<b>1,624,033.77</b>
<b>Total Liabilities &amp; Equity</b>	<b>2,223,397.64</b>	<b>376,461.82</b>	<b>2,599,859.46</b>
<b>Total Net Income/(Loss)</b>	<b>(93,862.10)</b>	<b>(80,365.51)</b>	<b>(174,227.61)</b>