The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA
May 16, 2019
7:00 P.M.
VWOA Community Center
The Board of Directors executive session will precede the open board meeting starting at 5:30 PM in the conference room at the Community Center.

1. Call to Order and Pledge of Allegiance-

2. Appointment of Board Position

3. Appointment of Officers

4. Approval of Previous Board Meeting Minutes

5. Open Forum for Homeowners

6. Department Reports
    a. Maintenance
    b. Standards
    c. Activities
    d. Community Manager
    e. Treasurer's Report

7. Committee reports
    a. Communications- Bill Fenstermacher

8. Unfinished Business-
    a. Restrooms for Sports Park: CLOSED- Restroom project completed.
    b. Speed Bumps on Sage Run: CLOSED- Speed bumps installed and completed.
    c. Sports Park lighting: – CLOSED- light poles were delivered and installed.
    d. Recreation Expansion- TABLED until the Board receives bid and votes to move forward.
    e. Previous Maintenance Contract- OPEN-Evidence sent to Attorney for review.
9. New Business –
    a. Appoint Nominations Committee Chair
    b. RFID Card Duplication Issue
    c.

10. Executive Session

11. Next Meeting- Thursday June 20, 2019 at 7 PM.

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 7:00pm, on Thursday, 16 May 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
Kevin Drummonds, Member
Daniel Schafer, Asst Secretary

Board Members Absent/Vacant:
Treasurer – Judi Cannon Resigned
Secretary - Vacant

Staff Present:

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

Members Present:

Roger Larson
Karen LeRoy
Guy & Joyce Oliver
Kim Dixon
Greg Liggett
Eva Vasquez
Coral Fathy
Judi Cannon
Francis and Ann Lomax
Leslie Irish

II. APPOINTMENT OF BOARD POSITION: The President stated that due to the resignation of Judi Cannon, there is an open position on the Board. After discussion, the Board made the decision to appoint Roger Larson as a member of the Board due to the number of votes received during the most recent election.

III. APPOINTMENT OF OFFICERS: During an Executive Session, the Board discussed appointment of the Board members to their respective positions. The appointments were confirmed by the Board as follows:

Richard Gentry, President
Kevin Drummonds, Vice President
Roger Larson, Secretary
Heather Malia, Treasurer
Daniel Schafer, Asst Secretary

IV. OPEN FORUM FOR HOMEOWNERS:

President opened the Members' Forum. The following items were discussed:

A homeowner presented a lack of communication as being an issue. She stated that some homeowners do not have access to e-mail or social media in order to receive community updates. The Board did not have a good count of exactly how many homes in the community did or did not have access to e-mail updates. The homeowner suggested that the Board go back to using printed newsletters and mailing them to each resident. The Board President stated that the newsletters are printed out and are accessible for anyone to obtain at the community office. The same homeowner raised the issue of BINGO being held on the second Tuesday of the month when it should have been the first Tuesday of each month. Mr. Dunbar (Community Activities) said this would be fixed on the next newsletter and BINGO would be held on the first Tuesday of each month.

A homeowner brought up a safety concern regarding crossing the street going to and coming back from school on the corner of Military Drive and Creek Pebble. The homeowner stated that if you travel towards that intersection from the sports park, you cannot see well due to the incline. The homeowner asked if a flashing crosswalk sign could be placed in that area to caution drivers. Mr. Fey said he had talked with the County about whether or not it was possible to put a sign in that location, but he has not heard back. Mrs. Kim Dixon said the County stated they were willing to do a traffic survey at that location and then possibly place a crosswalk sign there.

V. DEPARTMENT REPORTS:

a. Maintenance: Crew has been working on getting all the grass cut in the common areas. New ceiling fans were placed in the pavilions at the sports park. The crew cut everything hanging lower than 8 feet from the trees in the community as well as cut down a couple of trees at the sports park and removed some brush. The crew will be placing new mulch at all the monuments as well as ensuring the cages around the lights are installed and secured.

b. Standards: A written report was provided to the Board for their review. An ARC report was also completed and submitted to the Board for review.

c. Community Activities: T-ball and basketball just started this week and spring soccer was just completed with their end of season tournament. We have an increase in participants this year with 72 T-ball players and 40 basketball players. We have volleyball starting next Tuesday and we have 4 teams currently signed up. The volleyball court now has a new net and new boundaries placed down. The British soccer camp will be July 15-19th at the sports park. The Board discussed placing a sandbox in the sports park for kids in order to keep them from playing in the volleyball court sand.

d. Community Manager: Mr. Fey said 6 new fans were purchased for the pavilion and installed. Discontinuing the old permit cards will occur on 3 June 2019. The gates will be activated now, but this will allow time for last-minute homeowners to get their RFID cards. Food truck event is happening on June 8, 2019. We have 6 trucks confirmed with a couple more likely to attend. We are charging each truck $75.00 to attend the event. The community center will be open for homeowners to use and there will be a couple tables and canopies out there as well.

e. Treasurer's Report: A treasurer's report was submitted for review by the Board and homeowners. The Board reviewed the treasurer's report with Mr. Fey and their questions were addressed as needed.

VI. COMMITTEE REPORTS

a. Communications: A written report was provided to the Board and is attached. Heather Malia volunteered to become a member of the Communications Board.

VII. UNFINISHED BUSINESS:

a. Restrooms for Sports Park: CLOSED – Completed.
b. Speed Bumps on Sage Run: CLOSED – Completed.
c. Sports Park lighting: – CLOSED – Completed.
d. Recreation Expansion- TABLED until the Board receives bid and votes to move forward.
e. Previous Maintenance Contract- CLOSED – Will be discussed at Executive Sessions only.

VIII. NEW BUSINESS:

a. Appoint Nominations Committee Chair – Kevin Drummond was nominated and appointed.
b. RFID duplicate card issue – There advertisements for duplicating RFID cards. Lawyers sent a cease and desist letter to originators along with a number of other associations. The guards are temporarily confiscating duplicated cards and there will be a message put in the newsletter to warn homeowners.

IX. EXECUTIVE SESSIONS RESULTS:

a. The president summarized the Executive Session as follows: on April 29, 2019 the Board discussed pool warranty, pool issues, officer organization based off of the lawyer's input. On May 16, 2019 the Board discussed write-off requests, 14 accounts going to collection, conducted 2 homeowner hearings (heard from 1 homeowner), and 22 accounts for deed restrictions.
b. Actions without a meeting: on April 10, 2019 fans were ordered for the pavilion (Board approved purchase 4-1); voted to replace water fountains on April 24, 2019 (5-0 vote in favor of replacing them)

X. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, 20 June 2019, at 7:00 pm in the Community Center.

XI. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 9:18 pm.

Attested by:

_____ Date: _____

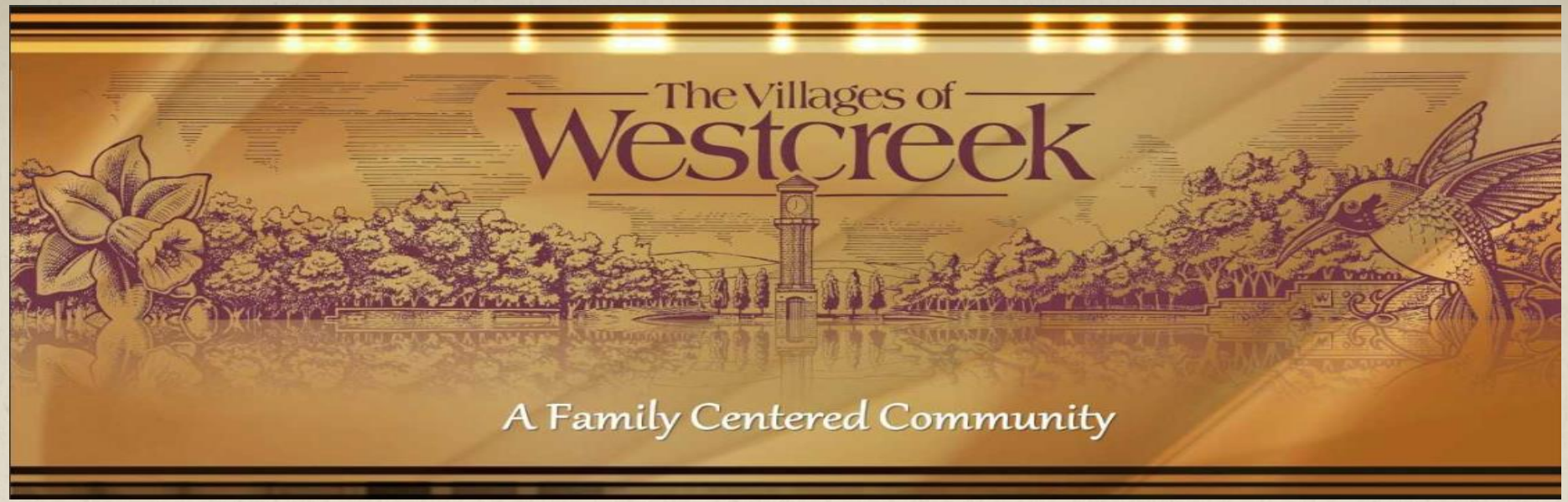
Roger Larson, Secretary

Approved by:

_____ Date: _____
Richard Gentry, President

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

_____ Date: _____
Jacob Fey, Community Manager



BOARD OF DIRECTORS MEETING

VWOA COMMUNITY CENTER

MAY 16, 2019

7PM

Call to Order-7:00 PM

Pledge of Allegiance

Appointment of Board Position

Appointment of Officers

Minutes

Approval of March Meeting Minutes

Open Forum for Homeowners

Department Reports

Maintenance Department

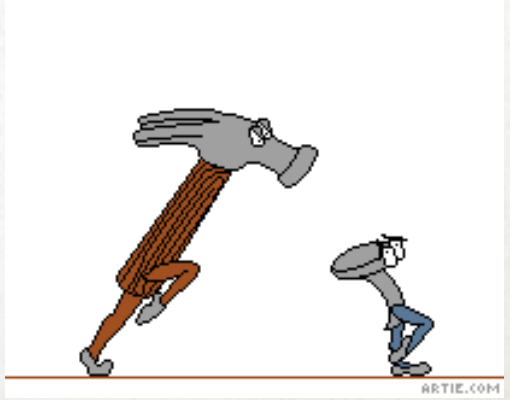
Daily Tasks:
* Mowing all needed areas and trim along fence lines and curbs.
* Pick up trash along main road ways.
* Walk around Community Center for trash and debris.
* Clean and hose down sidewalks around building.
* Addressing vandalism throughout the community.

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 even weeks in February
*Monuments mulch weed treated even weeks in February

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.

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.



Standards

Standards Department
Report Timeframe: March 20, 2019 – Present
Total Violations Sent: *608 (+329)*

Open Enforceable Violations: *49 (+5)*
Fence Violations- 46 (+2)
Grass/Weeds- 3

Open Recurring Violations: *162 (+39)*
Trash Cans- 67 (+11)
Clutter- 18 (+2)
Vehicles- 14 (+5)
General Maintenance- 22 (+7)
Landscaping- 29 (+14)
Ground Cover- 8 (-2)
Nuisance- 4 (Pet Leash/Noise)

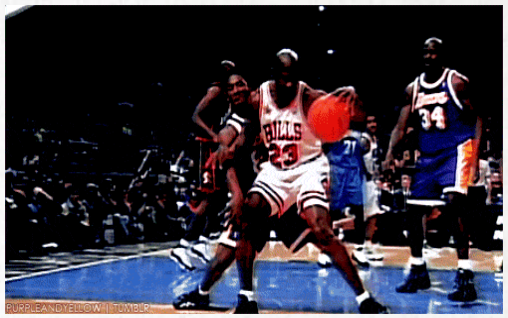
Unapproved Improvements: *16 (+5)*

Community Activities

30 Days out
Spring T-Ball and Basketball just started
- 40 players for Basketball
- 72 Players for T-Ball

Adult Sand Volleyball Starts Tuesday May 21st
- Installed new net and boundaries and tilled up court

Fall Soccer Registration Open



60 Days Out
Spring T-ball and Basketball Continue
British Soccer Camp July 15th – 19th

90 Days Out
Fall Soccer Starts

Community Manager

a. No Parking Signs at Sunni Field

b. Ceiling Fans at the Pavilion

c. RFID Cards- May 20th

d. Food Truck Event- June 8th

Treasurer's Report

Committee reports

a. Communications-Bill Fenstermacher

Unfinished Business

a. Restrooms for Sports Park: CLOSED- Restroom project completed.

b. Speed Bumps on Sage Run: CLOSED- Speed bumps were installed and completed.

c. Sports Park lighting: – CLOSED- Light poles were delivered and installed.

d. Recreation Expansion- TABLED until the Board receives bid and votes to move forward, still waiting on county Arborist to review the area.

e. Previous Maintenance Contract- OPEN-Evidence sent to Attorney for review.

New Business

a. Appoint Nominations Committee Chair

b. RFID Card Duplication Issue

c.

Executive Session

Adjournment

Thank you for attending

Next meeting:

June 20, 2019

7PM @ Community Center

VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE

REPORT FOR THE BOARD OF DIRECTORS

Report Timeframe: **March 26, 2019 to May 15, 2019**

Applications reviewed: 59---Approved 3---Disapproved 8---Hold (Missing Information)

The 3 disapprovals are for:

1---Paint Request. Denied due to missing color samples. (Requested homeowner to resubmit PIA with color samples)

1---Barbed Wire Fence. Non-approvable. (Requested homeowner to submit a variance to the board, along with plat survey, Homeowner hasn't responded)

1---Shed. Denied for missing Plat survey. (Request homeowner resubmit PIA along with a plat survey marking desired location for shed)

The 59 approvals were for:

- **3---New shingles on dwelling.**
- **11---Xeriscaping/Landscaping.**
- **5---Wooden storage sheds**
- **2---Walkway Extension**
- **4---New/Replacing Deck**
- **2---Gutters/Drainage**
- **1---Front Porch Extensions**
- **3---Concrete Extensions (Backyard)**
- **7---Pergola/Gazebo/Patio Covers**
- **8---Paint request**
- **4---Fencing**
- **2--- Replaced siding on home.**

- **4---Patio Extension**
- **3---New Garage/Storm Door**

Tyrik N. Green
Standards Manager

SPECTRUM association management

Balance Sheet

Villages of Westcreek Owners' Association, Inc.

End Date: 4/30/2019

Date: 5/16/2019
Time: 4:26 pm

	Operating	Reserve	Total
Assets			
Current Assets			
Chase Checking 5753	$93,162.49	$0.00	$93,162.49
Chase Savings 6278	$1.44	$0.00	$1.44
Chase CD #9989 .35% 7/8/23	$2,714.19	$0.00	$2,714.19
Alliance Money Market #8873733196	$0.00	$141,585.06	$141,585.06
Green Bank Operating	$119,461.26	$0.00	$119,461.26
Green Bank Sports Account	$41,912.93	$0.00	$41,912.93
Pacific Premier Money Market	$0.00	$86,035.14	$86,035.14
Petty Cash	$309.22	$0.00	$309.22
Funds Transferred	$1,096.00	$0.00	$1,096.00
Total: Current Assets	**$258,657.53**	**$227,620.20**	**$486,277.73**
Accounts Receivable			
Accounts Receivable	$280,840.44	$0.00	$280,840.44
Allowance For Doubtful Accounts	($53,038.72)	$0.00	($53,038.72)
Due From Reserve	$18,485.72	$0.00	$18,485.72
Manual payroll checks	$200.00	$0.00	$200.00
Total: Accounts Receivable	**$246,487.44**	**$0.00**	**$246,487.44**
Other Assets			
Prepaid Insurances	$6,865.57	$0.00	$6,865.57
Total: Other Assets	**$6,865.57**	**$0.00**	**$6,865.57**
Fixed Assets			
Grounds Equipment	$15,779.55	$0.00	$15,779.55
Buildings and Equipment - Other	$311,745.52	$0.00	$311,745.52
Office Equipment	$27,083.57	$0.00	$27,083.57
Phase II Land	$250,000.00	$0.00	$250,000.00
Phase II Community Center	$15,660.05	$0.00	$15,660.05
Community Center	$2,021,505.24	$0.00	$2,021,505.24
Community Center Furniture	$18,841.84	$0.00	$18,841.84
Accumulated Depreciation	($877,043.83)	$0.00	($877,043.83)
Total: Fixed Assets	**$1,783,571.94**	**$0.00**	**$1,783,571.94**
Total: Assets	**$2,295,582.48**	**$227,620.20**	**$2,523,202.68**
Liabilities & Equity			
Current Liabilities			
Accounts Payable	$6,612.46	$0.00	$6,612.46
Payable to Operating	$0.00	$18,485.72	$18,485.72
Income Tax Payable	$123.18	$0.00	$123.18
Salaries Payable	$4,205.46	$0.00	$4,205.46
Payroll Taxes Payable	$2,178.44	$0.00	$2,178.44
Deferred Revenue	$224,907.67	$0.00	$224,907.67
Prepaid Assessments	$206,689.01	$0.00	$206,689.01
A/P Spectrum Collections	$59,118.21	$0.00	$59,118.21
Total: Current Liabilities	**$503,834.43**	**$18,485.72**	**$522,320.15**
Long Term Liabilities			
Community National Bank Loan	$542,807.59	$0.00	$542,807.59
Total: Long Term Liabilities	**$542,807.59**	**$0.00**	**$542,807.59**
Equity			
Replacement Fund	$0.00	$289,128.19	$289,128.19
Retained Earnings	$1,135,538.51	$0.00	$1,135,538.51
Total: Equity	**$1,135,538.51**	**$289,128.19**	**$1,424,666.70**
Total Net Income Gain / Loss	**$116,782.13**	**($83,373.89)**	**$33,408.24**
Total: Liabilities & Equity	**$2,298,962.66**	**$224,240.02**	**$2,523,202.68**

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		Actual	Budget	$ Over Budget	% of Budget
Assessment Revenue					
40-4110-00	Homeowner Assessment	$449,725.26	$1,349,145.76	($899,420.50)	33.33%
40-4210-00	Late Fee Income	$4,011.96	$0.00	$4,011.96	100.00%
40-4400-00	Misc. Income	$890.46	$0.00	$890.46	100.00%
Total Assessment Revenue:		**$454,627.68**	**$1,349,145.76**	**($894,518.08)**	**33.70%**
Recreation & Community Activities Revenue					
41-4100-00	Soccer Income	$21,091.52	$55,000.00	($33,908.48)	38.35%
41-4101-00	Fall Fest Income	$0.00	$500.00	($500.00)	0.00%
41-4103-00	Kickboxing/Water Aerobics/Zumba Income	$0.00	$500.00	($500.00)	0.00%
41-4104-00	Smash Income	$588.29	$1,000.00	($411.71)	58.83%
41-4105-00	Casino Night	$935.00	$1,000.00	($65.00)	93.50%
41-4109-00	Swim Team Income	$0.00	$1,500.00	($1,500.00)	0.00%
41-4112-00	Basketball Income	$0.00	$1,000.00	($1,000.00)	0.00%
41-4115-00	Sponsorship	$1,000.00	$5,000.00	($4,000.00)	20.00%
41-4117-00	T-Ball/Baseball Income	$0.00	$2,100.00	($2,100.00)	0.00%
41-4121-00	Dance 2 Fit	$159.25	$500.00	($340.75)	31.85%
41-4122-00	Yoga	$180.75	$300.00	($119.25)	60.25%
41-4123-00	Painting Class	$120.00	$500.00	($380.00)	24.00%
41-4124-00	Flag Football	$0.00	$5,000.00	($5,000.00)	0.00%
41-4125-00	Cross Training	$375.75	$2,000.00	($1,624.25)	18.79%
41-4126-00	New Programs	$0.00	$500.00	($500.00)	0.00%
41-4127-00	Camp Gladiator Income	$112.70	$0.00	$112.70	100.00%
41-4130-00	Food Truck Income	$2,260.00	$0.00	$2,260.00	100.00%
41-4131-00	Market Day Income	$830.00	$0.00	$830.00	100.00%
Total Recreation & Community Activities Revenue:		**$27,653.26**	**$76,400.00**	**($48,746.74)**	**36.20%**
Other Revenue					
46-4050-98	Interest Income - Operating	$11.64	$0.00	$11.64	100.00%
46-4602-00	Pool Usage Fees	$1,260.00	$0.00	$1,260.00	100.00%
46-4603-00	Pavillion Usage Fees	$3,410.00	$8,000.00	($4,590.00)	42.63%
46-4604-00	Fence Repair/Reimbursement	$60.00	$0.00	$60.00	100.00%
46-4605-00	Community Center Usage	$17,948.00	$25,000.00	($7,052.00)	71.79%
Total Other Revenue:		**$22,689.64**	**$33,000.00**	**($10,310.36)**	**68.76%**
		$504,970.58	**$1,458,545.76**	**($953,575.18)**	**34.62%**
Maintenance Dept.					
51-5110-00	Maintenance Supplies	$3,767.90	$30,000.00	($26,232.10)	12.56%
51-5111-00	Electrical/Lighting	$2,265.16	$1,000.00	$1,265.16	226.52%
51-5113-00	Parking Lots/ Streets Repair	$0.00	$0.00	$0.00	100.00%
51-5120-00	Common Area Maintenance	$10,849.76	$3,000.00	$7,849.76	361.66%
51-5135-00	Common Area Improvements	$24,008.07	$2,000.00	$22,008.07	1,200.40%
51-5150-00	Irrigation Maint/ Repairs	$272.39	$2,000.00	($1,727.61)	13.62%
51-5152-00	Vandalism	$200.00	$5,000.00	($4,800.00)	4.00%
51-5155-00	Park Fence/Gate Maintenance	($6,750.00)	$2,000.00	($8,750.00)	337.50%
51-5156-00	Major Street Fences	$66.99	$12,500.00	($12,433.01)	0.54%
51-5180-00	Community Center Appliance Maintenance	$0.00	$1,500.00	($1,500.00)	0.00%
51-5190-00	Invasive Animal Removal	$0.00	$500.00	($500.00)	0.00%
51-5195-00	Community Center Maintenance	$1,346.63	$2,000.00	($653.37)	67.33%

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51-5510-00	Pest Control	$0.00	$300.00	($300.00)	0.00%
51-5720-00	Recoverable Maintenance	$0.00	$0.00	$0.00	100.00%
51-5910-00	Landscape Improvements	$0.00	$5,000.00	($5,000.00)	0.00%
Total Maintenance Dept.:		**$36,026.90**	**$66,800.00**	**($30,773.10)**	**74.14%**
Utilities					
52-5170-00	Trash Collection	$2,430.70	$6,000.00	($3,569.30)	40.51%
52-5210-00	Electric	$7,237.46	$30,000.00	($22,762.54)	24.12%
52-5220-00	Water	$4,831.02	$40,000.00	($35,168.98)	12.08%
52-5230-00	Streetlight Electric	$1,932.14	$8,000.00	($6,067.86)	24.15%
52-6140-00	Telephone	$3,483.70	$9,300.00	($5,816.30)	37.46%
Total Utilities:		**$19,915.02**	**$93,300.00**	**($73,384.98)**	**21.35%**
Admin. Costs					
53-5310-00	General Administrative	$14,811.18	$30,000.00	($15,188.82)	49.37%
53-5311-00	Meeting Expense	$7,313.09	$2,500.00	$4,813.09	292.52%
53-5330-00	Bank Service Charge	$744.33	$1,000.00	($255.67)	74.43%
53-5350-00	NSF- Processing Fee	$0.00	$0.00	$0.00	100.00%
53-5412-00	Payroll Processing Charge	$5,697.45	$20,000.00	($14,302.55)	28.49%
53-5420-00	Office Supplies	$3,753.91	$6,000.00	($2,246.09)	62.57%
53-5425-00	Office Furniture/Equipment	$957.21	$2,000.00	($1,042.79)	47.86%
53-5435-00	ID Card Expense	($1,002.91)	$5,000.00	($6,002.91)	20.06%
53-5455-00	Licenses and Permits	$0.00	$300.00	($300.00)	0.00%
53-5730-00	Recov. Transfer/ Refinance Fee	$0.00	$0.00	$0.00	100.00%
53-5740-00	Recoverable Collections	$585.13	$0.00	$585.13	100.00%
Total Admin. Costs:		**$32,859.39**	**$66,800.00**	**($33,940.61)**	**52.19%**
Insurance and Taxes					
57-5540-00	Insurance Liablity and Property	$11,984.08	$24,000.00	($12,015.92)	49.93%
57-5541-00	Insurance- Workmans Comp	$0.00	$4,000.00	($4,000.00)	0.00%
57-5542-00	Corp and Property Taxes	$0.00	$1,000.00	($1,000.00)	0.00%
57-5544-00	Insurance- Directors and Officers	$0.00	$10,000.00	($10,000.00)	0.00%
57-5550-00	Audit and Tax Services	$16,525.00	$1,200.00	$15,325.00	1,377.08%
Total Insurance and Taxes:		**$28,509.08**	**$40,200.00**	**($11,690.92)**	**70.92%**
Recreation and Community Activities Expenses					
58-5603-00	Special Events and Monthly Activities	$32.43	$0.00	$32.43	100.00%
58-5604-00	Street signs and Banners	$593.20	$0.00	$593.20	100.00%
58-5801-00	Easter Egg Hunt	$482.53	$500.00	($17.47)	96.51%
58-5802-00	Fall Festival	$0.00	$6,500.00	($6,500.00)	0.00%
58-5806-00	Sports Equipment	$0.00	$4,000.00	($4,000.00)	0.00%
58-5807-00	National Night Out	$0.00	$1,500.00	($1,500.00)	0.00%
58-5808-00	Flag Football	$408.27	$2,500.00	($2,091.73)	16.33%
58-5810-00	Soccer Expense	$15,718.86	$25,000.00	($9,281.14)	62.88%
58-5811-00	New Programs	$292.09	$1,000.00	($707.91)	29.21%
58-5815-00	Basketball	$0.00	$500.00	($500.00)	0.00%
58-5817-00	T-Ball/Baseball Expense	$0.00	$500.00	($500.00)	0.00%
58-5820-00	Carnival	$0.00	$8,000.00	($8,000.00)	0.00%
58-5821-00	Casino Night	$3,622.91	$3,000.00	$622.91	120.76%
58-5822-00	Lighting Contest	($364.55)	$150.00	($514.55)	243.03%
58-5830-00	Pool Party Payroll	$0.00	$0.00	$0.00	100.00%

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Total Recreation and Community Activities Expenses:		**$20,785.74**	**$53,150.00**	**($32,364.26)**	**40.48%**
Payroll					
59-5903-00	Super of Rec	$14,769.28	$50,000.00	($35,230.72)	29.54%
59-5906-00	Admin Full Time	$13,649.24	$45,000.00	($31,350.76)	30.33%
59-5907-00	Admin Part Time	$14,286.50	$30,000.00	($15,713.50)	47.62%
59-5908-00	Rec Assistant	$4,240.01	$20,000.00	($15,759.99)	21.20%
59-5909-00	Common Area Monitors	$1,385.42	$36,000.00	($34,614.58)	3.85%
59-5920-00	Security Contractor	$10,113.75	$0.00	$10,113.75	100.00%
59-5925-00	Payroll Taxes	$5,912.68	$15,000.00	($9,087.32)	39.42%
59-5935-00	Staff Performance Incentive	$0.00	$3,000.00	($3,000.00)	0.00%
Total Payroll:		**$64,356.88**	**$199,000.00**	**($134,643.12)**	**32.34%**
Contracts					
60-5140-00	Landscape Maintenance Contract	$60,000.00	$195,000.00	($135,000.00)	30.77%
60-5410-00	Management Fee	$17,000.00	$54,000.00	($37,000.00)	31.48%
60-5411-00	On Site Community Manager	$19,795.40	$60,000.00	($40,204.60)	32.99%
60-5413-00	On Site Standards Manager	$18,340.00	$50,000.00	($31,660.00)	36.68%
60-5430-00	Copier Contract	$1,305.28	$3,500.00	($2,194.72)	37.29%
60-5940-00	Officiating	$0.00	$8,000.00	($8,000.00)	0.00%
60-5945-00	Security-Patrol	$29,063.00	$35,000.00	($5,937.00)	83.04%
60-6001-00	Pest Control Contract	$135.31	$600.00	($464.69)	22.55%
60-6002-00	Security Contract	$7,165.93	$45,000.00	($37,834.07)	15.92%
60-6003-00	Street Sweeping	$249.60	$1,000.00	($750.40)	24.96%
60-6005-00	Weekly Janitorial Comm Center	$2,800.00	$14,000.00	($11,200.00)	20.00%
60-6007-00	Security-Reservations	$2,040.00	$0.00	$2,040.00	100.00%
60-6008-00	Security - BOD Meetings	$540.00	$0.00	$540.00	100.00%
60-6223-00	Fire Alarm/Sprinkler Contract	$2,512.57	$4,000.00	($1,487.43)	62.81%
60-6225-00	Pool Management Contract	$4,517.76	$40,000.00	($35,482.24)	11.29%
Total Contracts:		**$165,464.85**	**$510,100.00**	**($344,635.15)**	**32.44%**
Pool					
61-6125-00	Pool Maint/ Repair	$1,676.00	$12,000.00	($10,324.00)	13.97%
61-6129-00	Pool Furniture	$637.50	$5,000.00	($4,362.50)	12.75%
61-6130-00	Pool Supplies	$894.58	$1,200.00	($305.42)	74.55%
61-6135-00	Pool Management	$0.00	$0.00	$0.00	100.00%
Total Pool:		**$3,208.08**	**$18,200.00**	**($14,991.92)**	**17.63%**
Other Operating Expenses					
62-5365-00	Depreciation Expense	$10,000.00	$30,000.00	($20,000.00)	33.33%
62-5380-00	Insurance Deductible	$0.00	$10,000.00	($10,000.00)	0.00%
62-5430-00	Legal	($12,908.05)	$10,000.00	($22,908.05)	129.08%
62-5710-00	Recoverable Legal	$0.00	$0.00	$0.00	100.00%
62-6130-00	Amenity Center Supplies/General	$0.00	$0.00	$0.00	100.00%
62-6200-00	Bad Debts	$947.40	$50,000.00	($49,052.60)	1.89%
62-6205-00	Note Payable Interest	$0.00	$30,850.08	($30,850.08)	0.00%
62-6208-00	Travel: Mileage, Parking, Meals	$335.11	$1,500.00	($1,164.89)	22.34%
62-6210-00	Meals	$0.00	$0.00	$0.00	100.00%
62-6214-00	Software	$200.27	$500.00	($299.73)	40.05%
62-6217-00	Website Development	$600.00	$1,800.00	($1,200.00)	33.33%
Total Other Operating Expenses:		**($825.27)**	**$134,650.08**	**($135,475.35)**	**18.56%**

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Reserve					
63-6300-00	Transfer to Reserve	$17,887.78	$107,400.00	($89,512.22)	16.66%
63-6301-00	Capital Improvements	$0.00	$0.00	$0.00	100.00%
Total Reserve:		**$17,887.78**	**$107,400.00**	**($89,512.22)**	**16.66%**
		$388,188.45	**$1,289,600.08**	**($901,411.63)**	**30.10%**
	Net Income:	**$116,782.13**	**$168,945.68**	**($52,163.55)**	**69.12%**

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Reserve					
42-4236-00	Contribution To Reserves	$17,887.78	$0.00	$17,887.78	100.00%
Total Reserve:		**$17,887.78**	**$0.00**	**$17,887.78**	**100.00%**
Other Revenue					
46-4050-99	Interest Income - Reserve	$572.24	$0.00	$572.24	100.00%
Total Other Revenue:		**$572.24**	**$0.00**	**$572.24**	**100.00%**
		$18,460.02	**$0.00**	**$18,460.02**	**100.00%**
Reserve Expenses					
65-6501-00	Reserve Expenses	$101,833.91	$71,627.00	$30,206.91	142.17%
65-6505-00	Capital Replacement Reserve	$0.00	$0.00	$0.00	100.00%
Total Reserve Expenses:		**$101,833.91**	**$71,627.00**	**$30,206.91**	**142.17%**
		$101,833.91	**$71,627.00**	**$30,206.91**	**142.17%**
	Net Reserve:	**($83,373.89)**	**($71,627.00)**	**($11,746.89)**	**116.40%**

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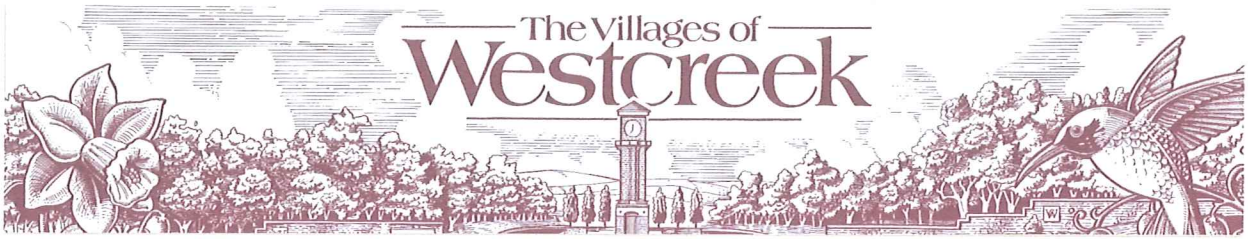
COMMUNICATIONS COMMITTEE

Meeting Agenda

May 6, 2019 @ 10:00 AM
Conference Room
12395 Military Drive West
San Antonio, TX 78253

1) Call to order
2) Roll call
3) Approval of minutes from the last Committee Meeting
4) Old Business
5) Annual VWOA Website Review and Update: *Open*
   a) Board Minutes: *In Progress*
   b) Community Maps: *In Progress*
   c) Administrative Resolutions: *In Progress*
   d) Spectrum Portal Organizational Review: *In Progress*
6) VWOA Monthly Newsletter: *Open*
   a) Ideas for articles for the June edition
7) New Business
   a) Improving Communication Strategy among stakeholders (Board, Staff, and Communications Committee)
   b) Westcreek Living – 1st Anniversary in July
8) Next Meeting June 3, 2019 @ 10:00 AM
9) Adjournment



COMMUNICATIONS COMMITTEE

Meeting Minutes

1) **Call to order:** On 5/6/2019 at 10:17 AM by Mr. Bill Fenstermacher.

2) **Role Call:** The following were in attendance: Chairman Bill Fenstermacher, Francis Lomax, Barbara Hopkins, Gene Hopkins, Judi Cannon, and Coral Fathy. The following were excused: Joyce Oliver, Guy Oliver, and Michelle de Jongh.

3) **Approval of minutes from the last Committee Meeting: The minutes from the April meeting were approved electronically by the committee members prior to this meeting and have already been submitted to the Board. The committee aggreed that there are no additional changes.**

4) Old Business:

   a. Annual VWOA Website Review and Update: -- *(OPEN)*

      i. Board Minutes: The Community Manager has provided some more minutes which have been added to the website. Mr. Fenstermacher is asking the Community Manager for the minutes from last years annual meeting so they can be published on the web site. We are still missing several minutes from previous board meetings. – (OPEN)

      ii. Community Maps: Low priority. The committee may address it later. – *(TABLED)*

      iii. Administrative Resolutions: It is difficult to determine which ones are active and have been filed. – *(OPEN)*

      iv. Spectrum Portal Organizational Review: This still needs work. The Community Manager sent an email to Mr. Fenstermacher and the Board indicating that the 2018 Annual Review Financial document was uploaded to the portal, but he was unable to locate it. He will check back with the Community Manager about it. -- *(OPEN)*

      v. Miscellaneous: The staff has been trained on updating the Food Truck schedules. Also, the pool schedules have been changed and need to be updated. Mr. Fenstermacher will offer the staff some additional training on updating the schedules since they require updating in three different places. – *(OPEN)*

b. VWOA Monthly News Letter: -- *(OPEN)*

i. Ideas for articles for the June edition:

1. Assignments to the Board Members (President, Vice President, Treasurer, Secretary, Vice Secretary).
2. Article about the Law Enforcement Appreciation Event by Homeowners.
3. Article about mold and dry-rot on homes. Judi Cannon volunteered to draft an article on this.
4. Article on the Food Truck event scheduled in June.

5) New Business

a. Improving Communication Strategy among stakeholders (Board, Staff, and Communications Committee):

i. Need for better communications.

ii. Need for better coordination with Facebook, Constant Contact, and Newsletter posts.

iii. Mr. Fenstermacher will try to set up a meeting with a Board member and the Community Manager to discuss these items.

iv. Need to get the word out about the "Stop the Bleed" class.

b. Westcreek Living 1st Anniversary in July: Consider having a celebration announcement and cake for the Board of Directors Meeting in July.

6) Next Meeting: *June 3, 2019 @ 10:00 AM*

7) Adjournment: Motion to adjourn by Judi Cannon, seconded by Barb Hopkins, all agreed. *Adjourned at 10:37 AM*

Attested By:

Francis E. Lomax

Francis Lomax,
Vice Chairman,
VWOA Communications Committee

Date: 5/10/2019

Approved By:

Bill Fenstermacher,
Chairman,
VWOA Communications Committee

Date: 5-10-19