

WOODVIEW AT BULVERDE CREEK HOMEOWNERS ASSOCIATION, INC.

1600 N.E. Loop 410, Suite #202
San Antonio, Texas 78209
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November 14, 2012

**NOTICE TO MEMBERS OF
WOODVIEW AT BULVERDE CREEK HOMEOWNERS ASSOCIATION**

Notice is hereby given that the Annual Meeting of the Woodview at Bulverde Creek Homeowners Association will be held at the following date, time, and place:

Date: Thursday, November 29, 2012

Time: 7:00 p.m.

**Place: Bulverde Creek Elementary School
3839 Canyon Parkway
San Antonio, Texas 78259**

The Agenda will be:

- * Call to Order
- * Determination of Quorum
- * Adoption of the Standing Rules
- * Proof of Notice – November 14, 2012
- * Appointment of Tellers
- * Approval of Annual Meeting Minutes – December 15, 2011
- * President's Report
- * Election of Two Directors
 - Nominees – Lorri Tibbetts and Orlando Guadalupe
 - Nominations from the floor
- * Financial Review
 - 2011 Year End Compilation from CPA
 - 2012 Year-To-Date
- * New Business
 - None submitted.
- * Adjournment

Per new Texas legislative laws items to be included on the Agenda were to be submitted by November 8, 2012, which was stated in the letter that was sent to all homeowners on November 1, 2012. All items submitted after this date will be addressed at the next Board of Directors meeting.

All members must register prior to the start of the meeting. For your convenience, registration will start at 6:40 p.m.

If you are unable or unsure that you will be able to attend the Meeting, please complete the enclosed Proxy and scan and e-mail it to lisa@ams-sa.com or fax it to 829-5207 or give it to a neighbor who will be attending, so that the number of people needed to make quorum will be represented.

Sincerely,



Lisa Dory, CMCA®, AMS®, PCAM®
Administrator
Enclosures

**WOODVIEW AT BULVERDE CREEK
HOMEOWNERS ASSOCIATION, INC.**

**PLEASE REVIEW
THE STANDING RULES
FOR THE ANNUAL MEETING**

The Board of Directors of Woodview at Bulverde Creek Homeowners Association, Inc. feels it serves you best when the Annual Meeting is conducted in an orderly manner. The Association is a business with requirements to meet and elect a director. Your cooperation in this regard is requested. Parliamentary Procedure is followed at this Annual Meeting.

Your opinion is important to the Board of Directors. The Board desires to hear from Members who have information concerning the Association. During the portion of the Meeting in which the Chair accepts questions or comments from the floor, please proceed in the following manner:

1. If you wish to speak, please stand when you have been recognized by the President of the Board.
2. Any Member wishing to address the membership shall speak no more than two (2) minutes.

No Member may speak more than once on the subject and no more than two (2) minutes, until all members who wish to speak have done so.

3. Members of the audience shall not be permitted to interrupt nor question any speaker.
4. After the speaker has finished addressing the Board, the President will recognize the next Member to speak.
4. Members in the audience will not be permitted to engage in discussions between themselves that disrupt the Meeting.

Private conversations between Members in the audience are distracting to the Meeting. If you want or need to carry on a conversation with another, you are asked to move away from the meeting to carry on the conversation.

5. Violations of these Standing Rules will not be tolerated. Violators will be requested to leave the Meeting.

WOODVIEW AT BULVERDE CREEK HOMEOWNERS ASSOCIATION, INC.
1600 N.E. Loop 410, Suite #202
San Antonio, Texas 78209

Dear Homeowner,

The following information has been prepared to assist you before attending the Annual Meeting.

Why a Board of Directors: Board of Directors are representatives who are elected by the community. It is the Board's responsibility to supervise the properties of the Association, develop and approve budgets and make decisions that affect the community and the Association.

Who Should be Elected: Any owner who lives in Fossil Ridge Homeowners Association, Inc. can be a Director. They should be people who have the interest, are knowledgeable and have time to serve the community. There is no compensation except the gratitude of the community for undertaking a difficult task.

Who Elects the President and Other Officers: The Board of Directors elects the officers of the Association. The election of officers is usually made at the first Board of Directors meeting, held within 10 days after election.

How Do I Vote and How are Ballots Counted: Voting is accomplished by secret ballot procedure. You mark your ballot and it will be collected by the tellers. Tellers will be appointed by the presiding officer and ballots will be tallied.

How Many Votes Does Each Homeowner Have: The recorded owner, homeowner or undeveloped lot, has one vote.

Committee Reports: Chairman of the Committee may present their reports in writing or verbally at the general membership meeting.

I Won't Be Here...Can I Vote: Yes, you may vote by proxy. Your proxy must be filled out and signed by you. You may assign your proxy to an association member, or leave blank for the Secretary of the Association, but in any event, it must be presented prior to the opening of the meeting.

**Minutes of the Annual Meeting of
The General Membership of the
Woodview at Bulverde Creek Homeowners Association
December 15, 2011**

The Annual Meeting of the General Membership of the Woodview at Bulverde Creek Homeowners Association, a Texas nonprofit corporation (the "Association") was held at the Bulverde Creek Elementary School Cafeteria, 3839 Canyon Parkway, San Antonio, Texas 78249, pursuant to call by the President of the Association.

Directors Present: Tammy Windsor, Blake Pearson, Todd Roper, Lorri Tibbetts and Amy Crockett

Also Present: Lisa Dory and Angela Rowland of Association Management Services

Introduction and Opening Remarks: Tammy Windsor welcomed all the members to the official Annual Membership Meeting of Woodview at Bulverde Creek Homeowners Association. She introduced herself as the President of the Association and asked the other members of the Board of Directors to stand and introduce themselves. Ms. Windsor introduced Ms. Dory representing the Management Company as the Association's Administrator.

Call to Order: The meeting was officially called to order at 7:03 p.m., the President being in the chair and the Recording Secretary present.

Quorum: The Association's governing documents require that 10% of each class of Membership be present in person or by proxy. There are currently 229 lots within the Woodview at Bulverde Creek community, and 23 members represent a quorum. There were 25 lot owners present and 12 by proxy. The quorum requirement was met and the meeting was properly constituted to conduct business.

Adoption of Standing Rules: Lisa Dory asked the members present if they had received the Standing Rules in their Annual Meeting Packet, which they confirmed that they had. Ms. Dory explained that there was a lot of business to discuss and that the Standing Rules are followed to keep the Meeting orderly. A motion was made, seconded and passed to adopt the Standing Rules.

Proof of Notice: Lisa Dory stated that notice of the Annual Meeting was mailed to the Owners of Record on November 30, and all Members present verified receipt of the notification.

Appointment of Tellers: Lisa Dory explained that if ballots are used during the election two volunteers would be used to count the ballots. Alice Inmann and Chris Cook were appointed to serve as Tellers.

Approval of Minutes: It was moved and seconded that the minutes of the Annual Meeting of the General Membership of November 3, 2010, be approved as submitted; motion carried.

President's Report: Tammy Windsor reported that the Board had accomplished a lot of projects in the last year, which included: The look of the monument was improved and the Reader Board was installed. Ms. Windsor explained that with the drought and the water restrictions the yards have suffered, and although the yards are being addressed with the homeowners although there is little that can be done until the drought is over or the water restrictions are lifted. Ms. Windsor reported that the ACC does a great job and asked if there were any requests that have had to be denied. Mr. Bird, ACC Chairperson, reported that Improvement Requests that have been denied are for metal storages and aluminum patio covers because they are not permitted per the Association's Declaration. Ms. Windsor explained to the homeowners that there are a lot of stray cats in the neighborhood and that the City will provide traps and pick up the strays when they are trapped. Ms. Windsor reminded the homeowners that trash cans and recycle bins are to not be left out per the Association's Declaration, and asked them to store them in their garages or back yards. Ms. Windsor informed the homeowners that it is against the law for vehicles to be blocking sidewalks and encouraged them to contact the San Antonio Police Department when they are blocked because when they are blocked people are forced to walk in the street which is not as safe. Lorri Tibbetts reminded the homeowners of the danger of parking on the streets instead of in their garage or driveway with two hit and runs occurring on Canyon Parkway. Bob Bird reported that he recently received an update from the City's Capital Projects Officer regarding the Bulverde Road Construction. The project is currently about six months behind schedule. However, the contractor has indicated that they should be able to make up that time once the infrastructure is finished and work on the actual road begins. The tentative completion date is February 2013. The homeowners expressed their frustration on solicitors and requested that a metal No Soliciting sign be installed by the Association's monument. Blake Pearson explained that he is hoping to get an idea of what those who are present would like in the Association through the survey that they were given during the meeting and asked that they turn it into him tonight.

Election of Three Directors to 2-year Terms: With this meeting, the names of Bob Bird and Blake Pearson appeared on the ballot. Ms. Windsor opened the floor for additional nominations from the floor. After a discussion on the time that was required or needed by Members of the Board to complete their tasks, Isaac Torres was nominated from the floor and he accepted the nomination. Each candidate was asked to stand and give a brief statement to the Members. With no more nominations, a motion to elect the nominees by acclamation and was seconded. Motion carried unanimously with Mr. Bird, Mr. Pearson and Mr. Torres elected to serve two (2) year terms.

Financial Review: Todd Roper asked the members if they had any questions on the 2010 Year End Compilation that was created by the Association's CPA, which was included in the Annual Meeting Packet. With no questions Mr. Roper asked the members to turn to the 2011 Year to Date and 2012 Proposed Budget. Mr. Roper reviewed the 2011 Year-To-Date actual numbers and answered questions as they were asked. Mr. Roper explained that the Board has not approved the 2012 Proposed Budget

as of yet and asked the members if they had any questions on it. With no questions the Financial Review was completed.

New Business

A homeowner asked about the Trojan Horse Parcel and the Board explained that 67% members needed to approve it and only 40% of the signatures were able to be obtained, by going door to door with a notary.

Bob Bird explained that a Reserve Study is a tool that is used to properly plan for the replacement and major repairs for the Association's assets which includes the Monument, Lighting, Walls, Wood and Wrought Iron Fencing, Reader Board and Mailboxes. Mr. Bird explained that the Study that is being prepared shows that by the year 2030 the amount of \$101,000.00 will be needed, which means that the amount of \$5000.00 annually needs to be set aside. Mr. Bird explained that funding for a Reserve Fund will need to be started next year.

The Board explained to the members that there are some yards that are not being maintained by the homeowners despite letters that are being sent to them. The Board explained to the members that some associations have a homeowner's yard mowed, after proper notification and asked for their thoughts on doing the same in the Association. There were seventeen people in favor of the Association doing force mows.

The members asked if seasonal plants could be planted at the monument. The Board responded that everything that has been planted, even plants that are not supposed to taste good to deer, have been eaten because of the drought.

The members asked if there would be a Community Garage Sale in 2012. Lorri Tibbetts reported that in the past the Community Garage Sale has been at the same time that Encino Park has theirs and she will check on when they have planned on having theirs.

Committee Sign-Ups: Lisa Dory informed the members that there are Committee Sign Up Sheets and encouraged them to get involved in their Community and sign up for a Committee.

Door Prizes: Tickets for the two (2) \$50 gift cards and the four (4) \$25.00 gift card door prizes were drawn.

Adjournment: A motion was made and seconded to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 8:12 p.m.

*These minutes will be approved at the Association's 2012 Annual Meeting.

Lisa Dory, Recording Secretary

*WOODVIEW AT BULVERDE CREEK
HOMEOWNERS ASSOCIATION, INC.*

FINANCIAL STATEMENTS

*FOR THE YEAR ENDED
DECEMBER 31, 2011*



INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors
Woodview at Bulverde Creek Homeowners Association, Inc.

We have compiled the accompanying balance sheet of Woodview at Bulverde Creek Homeowners Association, Inc. as of December 31, 2011, and the related statements of revenues, expenses, and changes in fund balance and cash flows for the year then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has omitted supplementary information about future major repairs and replacements of common property that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Armstrong, Vaughan & Associates, P.C.

Armstrong, Vaughan & Associates, P.C.

September 11, 2012

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WOODVIEW AT BULVERDE CREEK HOMEOWNERS ASSOCIATION, INC.
 BALANCE SHEET
 DECEMBER 31, 2011

	Operating Fund	Replacement Fund	Total
ASSETS			
Cash and Cash Equivalents	\$ 24,403	\$ 5,014	\$ 29,417
Certificate of Deposit	21,632	10,410	32,042
Accounts Receivable - Members	2,207	-	2,207
Prepaid Insurance	2,142	-	2,142
TOTAL ASSETS	\$ 50,384	\$ 15,424	\$ 65,808
LIABILITIES AND FUND BALANCE			
<i>Liabilities:</i>			
Accounts Payable	\$ 556	\$ -	\$ 556
Prepaid Assessments	3,678	-	3,678
<i>Total Liabilities</i>	<i>4,234</i>	-	<i>4,234</i>
<i>Fund Balance:</i>			
Unreserved	46,150	15,424	61,574
<i>Total Fund Balance</i>	<i>46,150</i>	<i>15,424</i>	<i>61,574</i>
TOTAL LIABILITIES AND FUND BALANCE	\$ 50,384	\$ 15,424	\$ 65,808

See accompanying notes and independent accountant's compilation report.

WOODVIEW AT BULVERDE CREEK HOMEOWNERS ASSOCIATION, INC.
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCE
 FOR THE YEAR ENDED DECEMBER 31, 2011

	Operating Fund	Replacement Fund	Total
REVENUES			
Homeowner Assessments	\$ 41,220	\$ -	\$ 41,220
Late Fees	1,509	-	1,509
Interest Income	287	93	380
NSF Income	75	-	75
TOTAL REVENUES	<u>43,091</u>	<u>93</u>	<u>43,184</u>
EXPENSES			
<i>Administrative Expenses:</i>			
Management Services	9,398	-	9,398
Administrative	4,245	-	4,245
Insurance	1,878	-	1,878
Professional Fees	746	-	746
Social/Business	484	-	484
<i>Total Administrative Expenses</i>	<u>16,751</u>	<u>-</u>	<u>16,751</u>
<i>Common Area Expenses:</i>			
Grounds Maintenance	13,776	-	13,776
Other Maintenance	1,651	-	1,651
Utilities	690	-	690
Security Patrol	675	-	675
Miscellaneous	315	-	315
<i>Total Common Area Expenses</i>	<u>17,107</u>	<u>-</u>	<u>17,107</u>
TOTAL EXPENSES	<u>33,858</u>	<u>-</u>	<u>33,858</u>
Excess (Deficiency) of Revenues Over (Under) Expenses	9,233	93	9,326
BEGINNING FUND BALANCE	36,917	15,331	52,248
ENDING FUND BALANCE	<u>\$ 46,150</u>	<u>\$ 15,424</u>	<u>\$ 61,574</u>

See accompanying notes and independent accountant's compilation report.

WOODVIEW AT BULVERDE CREEK HOMEOWNERS ASSOCIATION, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2011

	Operating Fund	Replacement Fund	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Excess (deficiency) of revenues over (under) expenses	\$ 9,233	\$ 93	\$ 9,326
Adjustments to reconcile excess (deficiency) of revenues over (under) expenses to net cash provided (used) by operating activities:			
(Increase) Decrease in:			
Accounts Receivable - Members	(542)	-	(542)
Prepaid Federal Income Tax	106	-	106
Prepaid Insurance	(2,142)	-	(2,142)
Increase (Decrease) in:			
Accounts Payable	373	-	373
Prepaid Assessments	(8,343)	-	(8,343)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	(1,315)	93	(1,222)
CASH FLOWS FROM INVESTING ACTIVITIES			
Reinvestment of Certificate of Deposit	(238)	(80)	(318)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(238)	(80)	(318)
NET INCREASE (DECREASE) IN CASH	(1,553)	13	(1,540)
CASH AT BEGINNING OF YEAR	25,956	5,001	30,957
CASH AT END OF YEAR	\$ 24,403	\$ 5,014	\$ 29,417
SUPPLEMENTAL DISCLOSURE:			
Income Taxes Paid	\$ -	\$ -	\$ -
Interest Paid	\$ -	\$ -	\$ -

See accompanying notes and independent accountant's compilation report.

WOODVIEW AT BULVERDE CREEK HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE 1 -- NATURE OF ORGANIZATION

Woodview at Bulverde Creek Homeowners Association, Inc. was chartered under the laws of the State of Texas on November 27, 2002. The primary purpose of this nonprofit association is to maintain and administer the common facilities and to collect and disburse the assessments and charges of the Association. The Association is located in Bexar County, Texas, and at the end of 2011 there were 229 homeowners.

NOTE 2 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. ACCOUNTING METHOD/FUND ACCOUNTING

The Association maintains its books on the accrual basis of accounting. Under this method of accounting, revenue is recognized when assessments are earned, or billed, and expenses are recognized when goods or services are received, whether paid or not.

To ensure observance of limitations and restrictions on use of financial resources, financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

Operating Fund – This fund is used to account for financial resources available for the general operations of the Association.

Replacement Fund – This fund is used to accumulate financial resources designated for major repairs and replacement.

B. MEMBER ASSESSMENTS

Association membership consists of homeowner members. Homeowner assessments are due semi-annually. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the due date until paid in full at the rate of fifteen percent (15%) per annum. The Association may bring an action at law against the lot Owner to pay the same or to foreclose the lien against the lot and/or may pursue any other legal or equitable remedy available to it. There shall be added to the amount of such assessment with interest, costs of collection and reasonable attorney's fees. The assessments levied by the Association shall be used for the purpose of promoting the recreation, health, safety, and welfare of the members, and in particular, for the improvement, maintenance and operation of common facilities devoted to this purpose and related to the use and enjoyment of the properties by the members, including maintenance of common area landscaping, common area sprinkler systems, common area fences, walls, and monuments, and any such other property, personal and real, that the Association may acquire or contract to maintain. The Association's policy for charging off uncollectible receivables is determined on a case by case basis. The Association vigorously pursues collection of receivables until ownership has changed through sale or foreclosure and the Association may no longer pursue collection of the previous owner.

No allowance for doubtful accounts has been established as management considers all accounts collectible.

NOTE 2 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

B. MEMBER ASSESSMENTS (CONT.)

Revenue from assessments is recognized in the period assessed. Assessments received in advance of the period assessed are deferred and reported on the balance sheet as prepaid assessments.

C. PROPERTY, EQUIPMENT AND DEPRECIATION

Real property and common areas acquired from the developer/builder and related improvements to such property are not reflected on the Association's financial statements. The common areas include, but are not limited to landscaping, walls, monuments, and entry area. Personal property purchased with Association funds, to which the Association holds title, will be capitalized at cost and depreciated over their estimated useful lives, using the straight-line method of depreciation.

D. FISCAL YEAR

The Association has a fiscal year beginning on January 1 and ending on December 31.

E. CASH AND CASH EQUIVALENTS

Cash and cash equivalents for the statement of cash flows include amounts in checking accounts and money market accounts.

F. ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

G. SUBSEQUENT EVENTS

Subsequent events are considered through September 11, 2012, which is the date financial statements were available to be issued.

NOTE 3 -- FUTURE MAJOR REPAIRS AND REPLACEMENTS

Although not specifically required in by-laws, industry practice is to establish reserves over a number of years to fund major repairs and replacement of Common Area components. Accumulated funds for major repairs and replacements should be accounted for in separate certificates of deposit and savings accounts and generally are not available for expenditures for normal operations.

WOODVIEW AT BULVERDE CREEK HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONT.)
DECEMBER 31, 2011

NOTE 3 -- FUTURE MAJOR REPAIRS AND REPLACEMENTS (CONT.)

The Association has not conducted a study to determine the remaining useful lives of the components of common property and current estimates of costs of major repairs and replacements that may be required in the future. The Board has not developed a plan to fund those needs but has increased the replacement fund during the current year by \$93, ending with a balance of \$15,424. When replacement funds are needed to meet future needs for major repairs and replacements, the Association has the right to increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available. The effect on future assessments has not been determined at this time however, the effect could be material.

NOTE 4 -- INCOME TAXES

The Association qualifies as a tax-exempt Association for all income and expenses related to its exempt function purpose of the acquisition, construction, management, maintenance and care of Association property. The net nonexempt income from earned interest and nonmember fees is taxed at 15% or 30% by the federal government, dependent upon certain filing elections made. The Association filed an IRS Form 1120-H resulting in a no tax expense for 2011. Membership income is exempt from taxation if certain elections are made.

Accounting principles generally accepted in the United States of America require the Association management to evaluate tax positions taken by the Association and recognize a tax liability (or asset) if the Association has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax position taken by the Association, and has concluded that as of December 31, 2011, there are no uncertain positions taken or expected to be taken that would require recognition as a liability (or asset) or disclosure in the financial statements. The Association is subject to routine examinations by taxing authorities; however, there are currently no examinations for any tax periods in progress. Management believes it is no longer subject to income tax examinations for years prior to 2008.

NOTE 5 -- LITIGATION

The Association's management is not aware of any pending or threatened litigation.

600 - VIEWPOINT AT BULVERE CREEK HOA
2013 APPROVED BUDGET

GL Account Number	GL Account Name	12/31/10 Actuals	12/31/11 Actuals	2012 Budget	9/30/2012	2013 Approved	NOTES
INCOME:							
410200	Assessment - Homeowner	41,490.00	41,220.00	41,220.00	41,220.00	41,220.00	229 Lots @ \$180 per year
410800	Assessment - Late Fees	1,696.28	1,515.67	0.00	1,768.66	0.00	10% Inrst Rate on Past Due Bal; \$30 Late Fee 60-days
411200	Income - Misc - Legal/NSF Fees	1,790.67	4,408.22	0.00	35.00	0.00	Recoverable Fees; see GL 6606008 & 660611 below
430200	Income - Interest	475.99	324.32	348.00	187.68	100.00	Interest bearing operating accounts - Lower interest Rates
TOTAL INCOME		45,452.94	47,468.21	41,568.00	43,211.34	41,320.00	
EXPENSES:							
660601	ADMIN - Office Supplies	299.49	376.55	400.00	117.18	400.00	Labels, Billing Statements, Envelopes
660602	ADMIN - Postage/Courier	1,394.00	650.19	1,000.00	826.03	1,000.00	Billing/Reminder Statements, Certified Letters, Newsletters ⁽¹⁾
660603	ADMIN - Printing	1,021.28	271.26	675.00	560.11	675.00	Annual Meeting Notices, Alerts, Flyers, etc.
660605	ADMIN - Web-Site	444.28	543.75	800.00	475.70	800.00	Association's Website
660606	ADMIN - Permits/Recording fees	0.00	176.00	200.00	44.00	200.00	Filing of Association's Documents
660607	ADMIN - Management Fees	7,048.62	7,831.80	9,771.84	7,328.88	9,771.84	No increase for 2013.
660608	ADMIN - Bank Fees	0.00	75.00	40.00	35.00	40.00	NSF - Returned Check Fees
660609	ADMIN - Collection Fees	175.00	40.00	190.00	0.00	190.00	Collections Efforts on Delinquent Accounts
660610	ADMIN - Accounting Fees	225.00	620.00	620.00	750.00	620.00	Corporate Tax Preparation & Filing
660611	ADMIN - Legal Fees	4,455.65	4,459.27	2,997.16	304.65	2,000.00	Collections Liens/Foreclosure; Covenant Violations - \$997.16 decrease
660613	ADMIN - Contract Labor	225.00	225.00	675.00	0.00	675.00	Off-duty Police Patrols (Halloween/NewYr/4th July)
660616	ADMIN - ACC Processing Fee	325.00	275.00	350.00	275.00	350.00	Processing of Improvement Requests
Sub-Total ADMIN		15,613.32	15,543.82	17,719.00	10,716.55	16,721.84	
662401	GROUPS - Seasonal Color	0.00	0.00	0.00	0.00	0.00	None Planned - deer have eaten everything attempted
662402	GROUPS - Improvements	1,686.75	243.28	500.00	243.28	500.00	Seasonal Mulch
662403	GROUPS - Maintenance Contract	9,735.34	11,277.40	13,728.00	10,149.66	13,000.00	M/LC Landscaping - Rebid pending based on reduction in area - \$728.00 decrease
662406	GROUPS - Irrigation System	291.94	0.00	375.00	143.81	375.00	Normal repairs of stuck sprinkler heads
662407	GROUPS - Other	0.00	0.00	0.00	0.00	700.00	"Trojan Horse" Property Partial Survey - \$700 increase
Sub-Total GROUPS		11,714.03	11,520.68	14,603.00	10,536.75	14,575.00	
662408	OTHER MAINT - Lighting/Bulbs	188.89	1,231.30	300.00	0.00	300.00	Electrician service calls; Vandalism; Holiday Lighting
662412	OTHER MAINT - Signage	287.09	311.76	290.00	481.95	500.00	US Flag Replacements & Reader Board Supplies - \$210 increase
662414	OTHER MAINT - Fences/Walls	495.00	108.13	1,500.00	0.00	1,500.00	Fence Stain & minor repairs; Graffiti Removal
Sub-Total OTHER MAINT		970.98	1,651.19	2,090.00	481.95	2,300.00	
661402	UTILITIES - Electricity	174.56	215.17	264.00	188.82	290.00	Based on 2012 Average - Lighting of Sign & Flag
661403	UTILITIES - Water	190.07	337.71	450.00	360.53	485.00	Based on 2012 Average - Irrigation; Plus anticipated SAWS Inc
Sub-Total UTILITIES		364.63	552.88	714.00	549.35	775.00	
661202	TAXES - Other	0.00	0.00	195.00	40.95	195.00	Property Taxes on Greenbelts & Trojan Horse Parcel
TAXES		0.00	0.00	195.00	40.95	195.00	
662205	INSURANCE - Property/Liability/W.C.	250.00	2,515.41	2,641.00	(60.70)	2,825.00	Premium due in October - 7% increase
662206	INSURANCE - Directors/Officers	1,504.00	1,504.00	1,504.00	1,504.00	1,610.00	Premium due in February - 7% increase
Sub-Total INSURANCE		1,754.00	4,019.41	4,145.00	1,443.30	4,435.00	
664900	BAD DEBT WRITEOFF	1,220.11	0.00	775.00	217.41	466.00	Unrecoverable Expenses due to Foreclosures/Bankruptcy
Sub-Total BAD DEBT WRITEOFF		1,220.11	0.00	775.00	217.41	466.00	
662200	OTHER - Storage Rental	506.88	230.00	528.00	414.00	552.00	Storage of Holiday Decorations and Community Signs - \$24 increase
662203	OTHER - Social/Misc.	48.61	0.00	299.00	544.22	500.00	Funding for Committees - \$201 increase
663600	OTHER - Miscellaneous Expense	54.05	0.00	500.00	0.00	800.16	Gift Cards, Donations, Contest Prizes - \$300.16 increase
Sub-Total OTHER		609.54	230.00	1,327.00	958.22	1,852.16	
662425	RESERVES - Major R&R	0.00	0.00	0.00	0.00	0.00	Funding to Reserve Accounts (Major Repairs/Replace)
662430	RESERVES - Contingency	0.00	0.00	0.00	0.00	0.00	
Sub-Total RESERVES		0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENSES		32,246.61	33,517.98	41,568.00	24,944.48	41,320.00	
NET PROFIT/(LOSS)		13,206.33	13,950.23	0.00	18,266.86	0.00	Non-Profit Organization, Zero Balance Budget

⁽¹⁾ Dependant on Volunteers to implement.

The 2013 Budget was approved by the Board on 9/26/12. This budget replaces all previously published budgets.

**WOODVIEW AT BULVERDE CREEK
HOMEOWNERS ASSOCIATION
1600 N. E. Loop 410, #202 San Antonio, Texas 78209
(210) 829-7202 office * (210) 829-5207 fax
E-mail to lisa@ams-sa.com**

DIRECTED PROXY

The undersigned, a member of the Woodview at Bulverde Creek Homeowners Association, Inc. hereby appoints the Secretary or _____ to act as proxy for the undersigned, at the meeting of the members of the Association to be held on November 29, 2012 at 7:00 p.m. at the Bulverde Creek Elementary School, 3839 Canyon Parkway, San Antonio, Texas 78259, and any reconvening of such meeting.

This proxy is also for the purpose of establishing a quorum for the meeting. To be valid, the proxy must be fully completed and signed. This proxy shall be revocable until such time as this authority granted hereby is exercised.

I hereby direct my proxy to vote as follows according to the number of votes that the undersigned would be entitled to vote if then present:

Board of Directors: There are two (2) positions available on the Board and you may vote for two individuals by checking the box and inserting a name of someone who has accepted the nomination, as no one has volunteered to serve on the Board. Voting for **more** than two individuals will be disallowed.

Lorri Tibbetts _____

Orlando Guadalupe _____

My proxy holder may NOT cast my vote for any other issues that arise at such meeting.

THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO COMPLETE THE INFORMATION BELOW AND SIGN THE PROXY WILL RENDER IT INVALID.

Signature _____

Name Printed _____

Property Address _____

Date _____

**“This is the official Proxy, and is the only Proxy that will be honored.
A Proxy in any other format will not be honored.”**

This proxy shall expire on March 31, 2013.

WOODVIEW AT BULVERDE CREEK HOMEOWNERS ASSOCIATION, INC.
MANAGEMENT RESPONSIBILITIES

ADMINISTRATIVE

1. Maintain a current register of all lots and owners. Prepare and mail new homeowner packets containing bylaws, welcome letter and brief synopsis of covenants.
2. Prepare and send assessment statements to all lot owners.
3. Receive, record and deposit all revenues received by the Association.
4. Monitor delinquent accounts and as prescribed, send appropriate notices and file liens with attorney, when necessary.
5. Maintain all checking and saving accounts.
6. Verify all statements for services rendered and/or materials received. Prepare accounts payable checks for signatures. Promptly mail payments to vendors, suppliers or contractors.
7. Establish and maintain check request forms.
8. Transact all matters pertaining to insurance claims, premium payments and ensure association coverage is current.
9. Perform all bookkeeping functions for the association, using a modified accrual basis and coordinate with the CPA office, as required, for delegated accounting functions and for annual financial/tax purposes. Pay all taxes incurred by the Association.
10. Coordinate with Board to ensure accuracy of the releases as they pertain to association and Board activities.
11. Attend four Board Meetings.
12. Attend one Annual Meeting.
13. Coordinate with Board Secretary in the preparation of minutes and agenda; distribute to all directors prior to the regular meeting; review monthly financial statements and send copies to the directors.
14. Provide financial data to committee chairpersons preparing annual budgets; coordinate with them, if requested.
15. Provide the Treasurer with all financial reports on a monthly basis.
16. Prepare monthly and annual financial statements.
17. Obtain bids and contract for services in support of the current operations and maintenance of the association properties.
18. Ensure all contractors provide a certificate of insurance prior to commencing work.

OFFICE OPERATION

1. **Maintain established office hours 8:00 a.m. to 6:00 p.m., Monday through Friday, with 24 hour answering service for emergency calls.**
2. **Respond to all telephone calls.**
3. **Handle all incoming and outgoing mail.**
4. **Safeguard association records, materials and supplies.**
5. **Maintain master file of all Declarations and Plats.**
6. **Initiate or respond to correspondence pertaining to the administrative affairs of the Association.**
7. **Provide information to mortgage companies, real estate and title company representatives regarding the homeowners association.**
8. **Contact the President on any matters/problems beyond the scope of administrative affairs of the association.**

RESTRICTION ENFORCEMENT

1. **Tour the subdivision twenty-two times per year.**
2. **Respond to homeowner complaints of violations by visually confirming the alleged violations, report to Architectural Control Committee.**
3. **Initiate and prepare correspondence to violators and prescribe a time period for compliance.**
4. **Follow-up on violator and, if warranted, send a second notice, prescribing a time period for compliance.**
5. **If violation persists, refer to the Board for further action-COORDINATE WITH ATTORNEY.**